

# DCIN/NCIC General Inquiries – Module 1



Outline	6
Computer Systems Available	
Criminal Information & Identification Section	10
NC Government Computerized Files	10
National Crime Information Center (NCIC)	11
International Justice & Public Safety Information Sharing Network	11
Access and Policies	
Originating Routing Identifier (ORI)	12
Certification Policies	12
Online Testing Policies	13
Terminal Operator Access	
Log In Procedures for Omnixx	13
Log Out Procedures for Omnixx	14
Log In Procedures for Mobiles	14
Mobile Log In to DCIN	14
Log Out Procedures for Mobiles	14
Message Transactions	
Status Transactions	15
Text Messages	15
Omnixx Message Display Components	16
Omnixx Help Information	16
Inquiries	
Query/Inquiry	17
Wanted Person Inquiry (QW)	17
Missing Person Inquiry (QM)	19

Violent Person File	21
Blue Alert Notification	21
Unidentified Person Inquiry (QU)	21
Identity Theft Inquiry (QIDN)	21
Stolen Vehicle/License Plate/Part Inquiry (QV)	22
LOJACK (LE)	22
Stolen Boat Inquiry (QB)	23
Stolen Gun Inquiry (QG)	23
Stolen Article Inquiry (QA)	24
Stolen Security Inquiry (QS)	24
Canadian Hot Files (Canadian Police Information Center - CPIC)	
Canadian Inquiries	25
Gang/Known or Appropriately Suspected Terrorist File	
Purpose	25
Inquiry Options (QGG)	25
Responses	25
Protection Orders – PO	
Purpose	26
Types of Domestic Violence Orders	26
Inquiry Options (QPO)	26
NC Concealed Handgun Permit File – CHP	
Purpose	27
Inquiry Options (QCG)	27
Dissemination	27
Notification of Possible CHP Violations (NCGV)	28
CHP Reciprocity	28
Nlets Concealed Weapons Permits (CWQ)	28
Sex Offender Registration File – SOR	
Purpose	29
NC Sex Offender Registration	29
NC Violations	29

Inquiry Options (QSO)	30
Hit Confirmation Procedures	31
Dissemination of Adult Records	31
Juvenile Sex Offender Registration	31
Dissemination of Juvenile Records	32
NC DOC Records Inquiry	
Purpose	32
Inquiry Options (CPQ)	32
Hazardous Materials Inquiry – HAZMAT	
Inquiry Options (MQ)	32
Response	32
Hit Confirmation Procedures	
Requirements	33
Hit Confirmation Request (YQ)	33
Hit Confirmation Response (YR)	34
Additional Guidelines	34
Driver Issuance/History Information	
NC Driver Issuance/History (QDF)	34
Out-of-State Driver Issuance (DQ)	36
Out-of-State Driver Issuance – Unknown DOB (DNQ)	37
Out-of-State Driver History (KQ)	37
Out-of-State DMV Images	37
Canadian Driver Information (UQ)	37
Nlets Driver Issuance Help File (HL)	37
Dissemination of Driver Issuance/History Information	38
Mobile NC Driver Issuance/History (QDRV)	38
Mobile Out-of-State Driver Issuance (QDRV)	39
Mobile Out-of-State Driver History (QDRV)	40

Vehicle Registration File	
NC Vehicle Registration (QVR)	41
Out-of-State Vehicle Registration (RQ)	43
Mobile NC/Out-of-State Vehicle Registration (QVEH)	43
National Insurance Crime Bureau (NICB)	
NICB Files	46
Inquiry (NAQ)	46
Boat Registration Information	
NC Boat Registration (QBR)	47
Out-of-State Boat Registration (BQ)	47
Mobile NC/Out-of-State Boat Registration (QBOT)	47
Aircraft Information	
Aircraft Registration (GQ)	48
Independent Exercises	50-53
DCIN Password Requirements & Specifications	54-55
Mobile Quick Access Code Sheet	56-57
Example of Identity Theft File Response	58
Example of Multi-Segmented Name Responses	59-60
DMV Identity Theft Unit	61
Defense Attorney Access Form	62
NC DMV Registration Stop Information	63
NC DMV License Response Example – Restriction Codes	64
Instructions for Taking the Online Certification Test	65-66

<b>Title:</b>	<b>Module 1 - DCIN/NCIC General Inquiries</b>
---------------	---

Purpose:	<p>To present Users an overview of:</p> <ul style="list-style-type: none"> <li>- the information available through DCIN</li> <li>- how the information is accessed</li> <li>- rules and regulations regarding its use and dissemination</li> </ul>
Training Objectives:	<p>At the end of this instruction, Users will be able to achieve the following objectives:</p> <ol style="list-style-type: none"> <li>1. Discuss the different computer systems that can be accessed by using any device with DCIN connectivity.</li> <li>2. Explain the SBI's rules and regulations regarding operator certification and access.</li> <li>3. Utilize the proper log in and log out procedures.</li> <li>4. Discuss sending messages to other DCIN devices within NC and other states.</li> <li>5. Perform inquiries on persons and property using the necessary available information.</li> <li>6. Identify and understand the type of responses received as a result of inquiries made.</li> <li>7. Describe the proper procedures when a hit is received.</li> <li>8. Perform inquiries into DMV files in NC and other states.</li> <li>9. Discuss the National Insurance Crime Bureau file.</li> <li>10. Discuss and perform inquiries into boat files in NC and other states.</li> <li>11. Discuss the aircraft registration file.</li> </ol>
Hours:	Eleven (11)
Instructional Method:	Lecture/Discussion/Live Demo

Revised Date:	February 26, 2019
Revised By:	<p>Patricia Viverette Training Specialist</p> <p>Training Unit SBI Criminal Information and Identification Section</p>
Revised Date:	December 19, 2018

Revised By:	Chris Wilson Training Unit Supervisor  Training Unit SBI Criminal Information and Identification Section
Revised Date:	April 10, 2017
Revised By:	Chris Wilson District Training Specialist  Training Unit SBI Criminal Information and Identification Section
Revised Date:	January 26, 2016
Revised By:	Chris Wilson District Training Specialist  Training Unit SBI Criminal Information and Identification Section
Revised Date:	September 15, 2015
Revised By:	Jeannie McBride District Training Specialist  Training Unit SBI Criminal Information and Identification Section
Revised Date:	July 8, 2015
Revised By:	Chris Wilson District Training Specialist  Training Unit SBI Criminal Information and Identification Section
Revised Date:	January 30, 2015
Revised By:	Chris Wilson District Training Specialist  Training Unit SBI Criminal Information and Identification Section
Revised Date:	July 17, 2014

Revised By:	Chris Wilson District Training Specialist  Training Unit SBI Criminal Information and Identification Section
Revised Date:	November 4, 2013
Revised By:	Chris Wilson District Training Specialist  Training Unit SBI Criminal Information and Identification Section
Revised Date:	March 1, 2013
Revised By:	Chris Wilson District Training Specialist  Training Unit SBI Criminal Information and Identification Section
Revised Date:	November 7, 2012
Revised By:	Chris Wilson District Training Specialist  Training Unit SBI Criminal Information and Identification Section
Revised Date:	December 29, 2011
Revised By:	Chris Wilson District Training Specialist Training Unit – SBI CIIS
Revised Date:	May 2, 2010
Revised By:	Chris Wilson District Training Specialist  Training Unit SBI Criminal Information and Identification Section
Revised Date:	May 29, 2009
Revised By:	Chris Wilson District Training Specialist



	Training Unit SBI Criminal Information and Identification Section
Revised Date:	April 20, 2009
Revised By	Chris Wilson District Training Specialist
	Training Unit SBI Criminal Information and Identification Section

## **I. Computer Systems Available Through the DCI Network**

### **A. Criminal Information & Identification Section (CIIS)**

1. Division of the State Bureau of Investigation (**SBI**)
2. Maintains North Carolina's statewide computer network for the exchange of law enforcement/criminal justice information
3. Assigned Identifiers
  - a. Terminal Identifier (**TID**) — unique identifier assigned to a terminal with system access and used to route in-state messages. This identifier may be alphanumeric up to 8 characters.
  - b. User Identifier (**User ID**) — unique identifier assigned to each certified operator. Consists of your first name initial, your last name up to 15 characters, and 4 digits assigned by your agency.
  - c. SBI Files
    - 1) Recovered Vehicles: Vehicles in the possession of a law enforcement agency that are not reported stolen and the owner is unknown or cannot be contacted.
    - 2) Criminal Records: NC criminal records that are substantiated by fingerprint cards – Module 2 certification required to access these records.
    - 3) Concealed Handgun Permits: Status information on individuals who have applied for or have been issued NC concealed handgun permits.
    - 4) Sex Offender Registration: Persons who have been convicted of certain sex offenses and are required to register in North Carolina.
  - d. The Customer Support Center is available 24 hours a day, 7 days a week, 365 days a year (*weekends and state holidays*), and can be contacted by:

Telephone (locally)	919.773.7900
Telephone (toll free)	866.867.7106
Email	<a href="mailto:csc@ncsbi.gov">csc@ncsbi.gov</a>

### **B. North Carolina Government Computerized Files**

1. NC Department of Transportation/Division of Motor Vehicles (**DMV**)
  - a. NC Driver Issuance/History
  - b. NC Vehicle Registration
2. NC Wildlife Resources Commission — NC Boat Registration
3. NC Administrative Office of the Courts (**AOC**) — NC criminal court records maintained by each county Clerk of Court.
4. NC Department of Corrections (**DOC**) — responses can include DOC photo, probation/parole status, and other descriptor information.

**C. National Crime Information Center (NCIC)**

1. Division of the Federal Bureau of Investigation (**FBI**)
2. Maintains national law enforcement/criminal justice computer system.
3. Assigns Originating Routing Identifiers (**ORIs**): The unique identifier assigned to every law enforcement and criminal justice agency nationwide.
4. NCIC Files
  - a. Person files – Include Wanted, Missing, Unidentified, Violent Persons, Foreign Fugitives, Protective Interest, Immigration Violators, Gangs, Known or Appropriately Suspected Terrorists, Transnational Organized Crime, Protection Orders, Sexual Offenders, Convicted Persons on Supervised Release, and Identity Theft.
  - b. Property files – Include Stolen Vehicles, Felony Vehicles, Stolen License Plates, Stolen Parts, Stolen Boats, Stolen Guns, Recovered Guns, Lost Guns, Felony Guns, Stolen Articles, and Stolen Securities.
  - c. Interstate Identification Index (III) files – National name index of criminal records substantiated by fingerprint cards. Module 2 certification required to access these records.
  - d. ORI file – Used to obtain the ORI, address, and telephone number of US law enforcement/criminal justice agencies.

**D. International Justice & Public Safety Information Sharing Network (Nlets)**

1. Computer switching center for the exchange of law enforcement and criminal justice information between states and/or Canada.
2. Sources of Information:
  - a. Other States and Federal Government Agencies
  - b. Canadian Police Information Center – CPIC
  - c. National Insurance Crime Bureau – NICB
3. Types of Information Available:
  - a. Other States Sex Offender Registration files
  - b. Other States/Canadian Driver Issuance files
  - c. Other States Driver History and Boat Registration files
  - d. Other States/Canadian Vehicle Registration files
  - e. Other States/Canadian Criminal History files
  - f. Nlets ORI and Hazardous Material files
  - g. Canadian Wanted/Stolen files
  - h. NICB Vehicle files
  - i. Other States Weather and Road Conditions
  - j. Administrative Messages – free text messages which can be addressed to agencies in other states or Canada.
  - k. Hit Confirmation – requests and/or responses to confirm matches obtained from the Stolen/Wanted files.

## II. Access and Policies

### A. Originating Routing Identifier (ORI)

1. Agencies that have access are identified by an ORI which is a nine-character alphanumeric identifier.
2. Examples of agencies assigned a **full access ORI**:
  - a. Law enforcement agencies, e.g. city/county police, sheriff, state police/patrol, military police, SBI, railroad and campus university police, communication centers dispatching for a law enforcement agency, etc.
  - b. Criminal justice agencies, e.g. district attorney, judge, magistrate, correctional institution, probation/parole, etc.
3. Examples of agencies assigned a **limited access ORI**:
  - a. Non-government law enforcement agencies that are private (company) police with statutory powers of arrest under state law. Includes some hospitals, security agencies, corporations, utility companies, etc.
  - b. Limited access ORIs will normally end with the letter "P". These agencies are prohibited from accessing state/national criminal history information, Gang/Known or Appropriately Suspected Terrorist, and Immigration Violator files.
4. ORI Files
  - a. Query Nlets ORI File by location or ORI (TQ)
    - 1) By location for listing of agencies and their ORIs.
    - 2) By ORI for agency's name, address, operational time, etc.
  - b. Query NCIC ORI File by ORI (QO)
    - 1) Translates ORI into agency's name, address and phone number.
    - 2) If ORI is unknown, Nlets ORI inquiry by location must be used.
  - c. Each agency is responsible for maintaining accurate address, telephone/fax numbers, etc. (Nlets/TU; NCIC/MO)

### B. Certification Policies

1. Personnel enrolled in a certification class must be under management control of an agency that has been assigned an ORI.
2. Applicant fingerprint cards must be submitted on each person to be certified and upon return from the SBI must be maintained on file by the agency.
3. All personnel who operate a DCIN device must be certified within 120 days of employment or assignment as a terminal operator.
4. All personnel must pass an online test of 80% or higher to become certified in a specific module.
5. Certification is valid for operating any device, including in-house desktop devices and mobile/wireless devices.
6. Certification is valid for two years. Recertification is necessary for continued access. Test challenge is allowed for recertification only.

7. Each agency shall notify its Training Specialist, by sending an e-mail, within 24 hours when a certified operator leaves that agency's employment. This notification will allow DCIN staff to immediately move the user to the inactive file until the person is employed by another authorized agency.

**C. Online Testing Policy**

1. TAC must administer all testing of initial and recertification for students.
2. Testing will be open book. Students may use their notes from class and their certification manual.
3. Test must be administered in an environment conducive for learning and test taking.
4. TAC must verify identity of person testing and that the person taking the test receives no outside assistance, other than student notes and certification manual.
5. Cheating or assisting in cheating is fraud and may result in revocation of certification; results of SBI investigation may be turned over to outside agencies as needed (such as NC Department of Justice Training and Standards) and may involve criminal and/or civil sanctions.

**III. Terminal Operator Access**

**A. Log In Procedures for Omnixx**

1. Click on the Omnixx Log In icon. Operator must log in to Omnixx Desktop to establish individual authorization and to enhance system security.
2. Log In Procedures
  - a. User Identifier (User ID)
    - 1) Assigned by the TAC consisting of your first name initial, your last name up to 15 characters, and 4 digits which are assigned by the user's agency. (Maximum of 20 characters)
    - 2) Used to achieve access and authorization to the system based on the type of certification.
  - b. Password
    - 1) Security code maintained by each certified operator to complete the operator log on.
    - 2) Must be a minimum of 8 characters and a maximum of 12 characters consisting of at least one letter, one number and one special character combination. See pages 54 for approved special characters. There may be mobile infrastructures that currently do not allow the approved password format. Mobile users may have to maintain a 6 character password consisting of at least one letter, one number and one special character until programming changes are made with local vendors.

- 3) If a password is no longer secure it may be changed on the log in screen.
- 4) If an operator forgets his/her password, that person cannot sign on until their TAC changes the password.
- 5) If an operator forgets his/her password, contact the agency TAC.
- c. Click on the Force icon.
- d. A successful log in will result in the receipt of a message indicating successful login.
3. Some mobile users may have additional log in screens that must be completed prior to accessing the system.

**B. Log Out Procedures for Omnixx**

1. Omnixx users must log out to terminate individual authorization and to enhance system security.
2. First, the user must exit Omnixx Force. Next, the user exits Omnixx Desktop for a successful log out.
3. Mobile users will have to complete a log out screen. This should be completed before the unit is turned off.
4. Alt-Routing
  - a. Method to route an agency's messages to an alternate TID, similar to call forwarding on a phone.
  - b. When exiting Omnixx Force an immediate ALT-Route is established.
  - c. An alt-route request may be submitted to the Customer Service Center at [csc@ncsbi.gov](mailto:csc@ncsbi.gov)
  - d. Mobile devices cannot alt-route traffic.

**C. Log In Procedures for Mobiles – Mobile Log In Screen**

1. Messages cannot be sent or received until the mobile unit is logged in. The operator will first log into their mobile unit, using agency approved procedures. Then the operator must log into DCIN in order to perform the DCIN transactions.

**D. Mobile Log In to DCIN – DCIN Log In Screen**

1. After logging in to the mobile switch, select the DCIN LOG IN screen and log in to the DCIN network.
2. Logging in to the system requires utilizing a User ID and a Password as referenced in the Desktop Omnixx Log in procedures.

**E. Log Out Procedures for Mobiles – Log Off Screen**

1. The Mobile Log Off screen should be used to log off. This will log the operator off of both the mobile network and DCIN.
2. The log off transaction should be done before the unit is turned off.
3. Wait for log off responses from both DCIN and your mobile network before shutting down the mobile device.

## **IV. Message Transactions**

### **A. Status Transactions**

1. DTST- Display Terminal Status
  - a. Determines status of your terminal.
  - b. From the DTST form click transmit.
2. DTST and TID
  - a. Determines status of another terminal, by indicating specific TID.
  - b. From the DTST form, enter a TID and click transmit.
3. DLST -Determine Line Status
  - a. Allows a user to check line status of III, NCIC, and Nlets.
4. Mobile users must utilize the free text screen and enter one of the above transactions.

### **B. Text Messages**

1. Computer Generated Message Headers
  - a. Header indicates where message originated.
  - b. Will identify output/input TIDs, message numbers, and the dates/times of the message.
  - c. Appears on the top two lines of most messages received.
2. In-State Text Messages – SEND
  - a. An in-state text message is a message to another terminal(s) within North Carolina for the exchange of law enforcement/criminal justice related information.
  - b. Messages may be sent (routed) by one or more of the following options:
    - 1) Individual TID
    - 2) Multiple TIDs
    - 3) Mileage radius (1 to 50 miles)
    - 4) Routing list (specific highway, geographic, special)
  - c. Omnixx Users: Select the SEND form. Enter the destination TID. If more than one TID is used separate them with a space. (Do not use a comma at the end of the last TID) Then type the message in the message text field.
  - d. Mobile Users: Select the free text screen. In the home position, type SEND followed by a blank space, and the destination TID(s) followed by a comma (i.e. SEND CTA, or SEND CTA HKA,). The body of the message is typed after the comma and can be typed on the same line as the comma or may appear on lines below the comma.
  - e. Messages must be for appropriate law enforcement-related purposes only.
  - f. Using an in-state text message for inappropriate purposes is a violation of state regulations and may subject the operator and agency to sanctions by the SBI.
  - g. To review the routing lists, select the Links menu in the Omnixx software. Then select NC Routing Identifiers.

- h. Routing should be limited to areas or agencies that have a need to know the information.
- 3. Omnixx Out-of-State Administrative Text Messages
  - a. Out-of-State/Canadian text message used to exchange law enforcement or criminal justice related information.
  - b. This message may be sent to one or up to five different agencies by using the agency ORI.
  - c. Out-of-State Canadian Messages.
    - 1) Requires purpose, requestor's name, and whether person/property is in sight.
    - 2) No multi-destination messages.
  - d. Mobiles do not have the ability to send text messages out-of-state.
- 4. Mobile Administrative Text Message.
  - a. The Administrative Text Message (mobile to mobile) is designed to send messages from one mobile unit to another mobile unit(s). This type of message does not go through DCIN. For specific instructions, contact your mobile agency coordinator or mobile vendor.
  - b. If an Administrative Message is sent to a mobile device that is not signed on, the message typically will not be received. The MDT sending the message will receive a response indicating the unit is not signed on. For specific information, check with your agency's mobile coordinator or mobile vendor.
  - c. If you want to send a message to wait on queue so the person can receive the message when they log in, use the SEND transaction.
  - d. For further mobile messaging capabilities, contact your agency mobile liaison or vendor.

#### C. Omnixx Message Display Components

- 1. **Message Window** – Allows the user to view all messages sent or received during the current Omnixx Force session.
- 2. **Message Display** – Allows the user to view a specific message or transaction.
- 3. **Message Log** – Allows the user to search and view messages that were sent and received during the current or previous sessions of Omnixx Force. User may retrieve messages by: a key word, specific time frame, and operator ID.

#### D. Omnixx Help Information

- 1. **General Help** can be obtained by selecting the Links category from the Menu Bar for state file.
- 2. **Form Help** can be obtained by right clicking anywhere within the form and selecting Form Help. This will provide specific instructions on how to utilize the form.
- 3. **Field Help** can be obtained by right clicking within a specific field and selecting Field Help. This will provide an explanation or listing of codes for a specific field.



## **V. Inquiries**

### **A. Query/Inquiry**

1. Transaction used to initiate a search of a file(s) using the identifier(s) provided.
2. Obtain as much information as possible to complete the inquiry.
3. Using more than one identifier increases the chance of obtaining a correct match or hit.
4. Several queries by different identifiers may be needed to obtain a match.
5. Some queries will cause a multiple file search.
6. NCIC Options
  - a. Expanded Name Search (ENS) field allows each name part to be searched as a surname. If a “Y” is placed in this field, NCIC performs an expanded name search. An inquiry on “SMITH,JOHN HENRY” would search for records on every possible name combination using the three name parts. This field defaults to “N” if left blank.
  - b. Related Search Hit (RSH) field allows retrieval of related NCIC records. NCIC will return all records that are linked (such as multiple guns taken in the same larceny, having the same ORI and same OCA). This field will work with any inquiry option. This field defaults to “Y”.
  - c. Image Indicator (IND) field allows images (if any) to be received from NCIC. This field defaults to “Y”.
7. Hit Confirmation
  - a. Any hit(s) received that matches the person or property of an inquiry must be confirmed prior to seizure or arrest.
  - b. Details on hit confirmations will be discussed later.
8. Delayed Hit Inquiry Response
  - a. All NCIC inquiries are stored for 5 days and compared against entries and modifications occurring during that time frame.
  - b. The original inquiring agency gets a notice that an inquiry they made previously now matches a record, and a copy of the record is included with the notice.
  - c. The agency making the entry or modification is also included with the notice.
  - d. The agency making the entry or modification is also sent a notice identifying the original inquiring agency.

### **B. Wanted Person Inquiry – QW**

1. Individuals with outstanding felony warrants (extraditable or non-extraditable) or outstanding misdemeanor warrants (extraditable or non-extraditable). This includes juveniles who are adjudged delinquent who have escaped from an institution with legal custody or have absconded probation or parole, and juveniles who are charged with the commission of a delinquent act that would be a crime if committed by an adult and have fled from the state where the act was committed.
2. Inquiry Search Guidelines

- a. If name and numeric identifier, other than a DOB, is used record(s) containing that specific identifier are returned and the name is not searched.
  - b. If name and DOB are used, record(s) will be returned in the following manner:
    - 1) NCIC Wanted Person: soundex on last name, any first name. The DOB must be exact.
  - c. If inquiry is by NIC, leave all other fields blank. Inquiry by NIC will return the specific NCIC record requested.
3. Extradition Procedures
- a. Extradition is expected unless otherwise noted in the record.
  - b. Extradition limitations or NOEX (no extradition) may be placed at the top of the record, in the miscellaneous field, or both.
  - c. If response has extradition limitations and your agency is not included in the extradition area, then do not send a hit confirmation request nor perform a locate transaction. An administrative message may be used to inform agency the person is in your jurisdiction.
4. Responses associated with the wanted person search may be from one or more of the following files:
- a. **Wanted Persons** – persons entered with extraditable or non-extraditable felony or misdemeanor warrants.
  - b. **Missing Persons** – persons reported as missing.
  - c. **Violent Persons** – persons who have a violent criminal history or a person who has previously threatened law enforcement.
  - d. **Foreign Fugitives** – persons entered by Interpol and wanted in other countries, which may be in the US.
  - e. **NCIC Protective Interest** – persons entered who may pose a threat to a protectee.
  - f. **Immigration Violators** – includes deported felons (aliens who have been convicted of a felony and deported), absconders (alien absconders for whom a warrant of removal from the country has been issued), and individuals who have violated national security entry/exit registration laws.
  - g. **Gang** – persons identified as a member of a violent gang.
  - h. **Known or Appropriately Suspected Terrorists** – persons known or suspected to be members/associates of terrorist cells.
  - i. **Transnational Organized Crime** – select members of transnational organized crime members who are deemed to pose a threat to national security. Limited exclusively to non – US persons. Responses are included in the Known or Appropriately Suspected Terrorists response and require follow up with TSC. TOC responses will return with a handling code of 5.
  - j. **Protection Orders** – protection orders issued in NC or other states recorded in the national file; these records include both protection orders (Domestic Violence Protective Orders) and temporary protection (Ex Parte Domestic Violence Protective Orders) entered by NC Sheriff's Offices as required by law.

Only active records are searched when a wanted/missing person inquiry is performed.

- k. **NCIC Sex Offender Registry** – sex offenders registered in NC or other states recorded in the national file.
  - l. **Supervised Release** – individuals convicted of crimes, having to report to state or federal probation/parole officers, and are under specific conditions related to restricted activities and are to remain in designated geographical area.
  - m. **Identity Theft** – effective April 3, 2005, the Identity Theft File was implemented to allow law enforcement agencies to enter information into NCIC on **victims** of identity theft.
  - n. **NC DOC Records** – responses can include DOC photo, parole status, and other descriptor information.
  - o. **NC Concealed Handgun Permits** – persons issued a permit to carry a concealed handgun in NC.
  - p. **NC Sex Offender Registration** – persons convicted of certain sex offenses who are required by law to register in NC.
5. Data that could be provided in a response:
- a. Caution needed when approaching
  - b. Extradition status or limitations
  - c. Additional warrants on file
  - d. Alias or additional information

### C. Missing Person Inquiry – QM

- 1. Individuals reported missing to a law enforcement agency.
  - 2. Inquiry Search Guidelines
    - a. If a name and numerical identifier are available, use a wanted person inquiry.
    - b. If physical descriptors are the only information available, this inquiry may provide a response with up to 20 highest scoring matches.
  - 3. Missing person matches would indicate one of the following:
    - a. **Disabled** – proven mental/physical disability who is subjecting self or others to personal danger.
    - b. **Endangered** – missing under circumstances indicating physical safety may be in danger.
    - c. **Involuntary** – missing under circumstances indicating disappearance may not have been voluntary.
    - d. **Catastrophe Victim** – missing after a disaster such as an airplane crash, flood, hurricane, tornado, etc.
    - e. **Other** – a person 21 year of age or older not meeting criteria for entry in any other category who is missing and for whom there is reasonable concern for his/her safety, **OR** a person who is under the age of 21 **and** declared emancipated by the laws of his/her state of residency.
- Emancipated juveniles in NC would include:
- 1) Those 16 years of age and over that have successfully petitioned the court in the county where they have resided

for at least 6 months to become emancipated. (§7B-3500 Who may petition)

- 2) Married juveniles, usually 16-17 years of age, but the statute does not define an age. (§7B-3509 Application of common law)
- 3) Also see §7B-3507 – Legal effect of final decree, for further information on the legal effects of emancipation.

f. **Juvenile – Runaway**

- 1) A person under the age of 21 who is missing and not declared emancipated as defined by the laws of his/her state of residence and does not meet any of the entry criteria set forth in the other categories.
- 2) Law enforcement may take temporary custody if reasonable grounds exist to believe a juvenile is an undisciplined juvenile.
- 3) State law defines undisciplined juvenile, in part, as someone who is between 6 and 17 years of age who has run away from home for a period of more than 24 hours. Date and time juvenile first determined to be a runaway should be placed in the Miscellaneous Field. This information will assist law enforcement officials who may encounter this juvenile in making a decision regarding custody based on the statutory requirement of being a runaway for more than 24 hours.

4. **AMBER Alert** – America’s Missing: Broadcast Emergency Response  
AMBER Alert is an In-State message generated by a NC law enforcement agency when a child (less than 18 years of age) is abducted.

- a. An AMBER Alert Notification is routed statewide to all terminals on routing list (SO PD SHP TRN10 SBD4 SBD OTHLAW).
- b. Users receiving this message should forward to all mobiles in their jurisdiction and follow their agency’s policy on radio broadcasts.

5. **Silver Alert** – Silver Alert is a system to quickly notify law enforcement about a person of any age who is considered a missing endangered individual that suffers from dementia or other cognitive impairment.

- a. A Silver Alert Notification is routed statewide to all terminals on routing list (SO PD SHP TRN10 SBD4 SBD OTHLAW).
- b. Detailed information regarding the Silver Alert program may be obtained by visiting the NC Department of Public Safety website at [www.ncdps.gov/Our-Organization/Law-Enforcement/State-Highway-Patrol/Silver-Alert](http://www.ncdps.gov/Our-Organization/Law-Enforcement/State-Highway-Patrol/Silver-Alert)

**D. Violent Person File – VPF**

1. The VPF was designed to provide law enforcement officers with immediate notification when encountering a person with a violent criminal history or a person who has previously threatened law enforcement.
2. The Violent Person Criteria code, including the translation, is returned in a positive record response.
3. The VPF is cross-searched in response to an NCIC inquiry into the Wanted Person File or the Vehicle File.
4. There is no specific inquiry directly into the VPF.

**E. Blue Alert Notification**

1. The Blue Alert Notification System was enacted on July 11, 2016. This is a system to quickly notify law enforcement about a subject who is on the run and has killed or seriously injured a law enforcement officer.
2. The Blue Alert is fashioned after the Amber Alert and Silver Alert notification systems.
3. Currently, there are 27 states that have implemented the Blue Alert program
4. Detailed information regarding the Blue Alert System may be obtained by visiting the NC Department of Public Safety website at <https://bluealert.ncdps.gov/>

**F. Unidentified Person Inquiry – QU**

1. Individual whose identity cannot be ascertained such as an amnesia victim or infant.
2. Inquiry Options
  - a. Body Part Status
  - b. Physical Descriptors
3. Responses may indicate one or more of the following files:
  - a. Unidentified Deceased
  - b. Unidentified Catastrophe Victim
  - c. Unidentified Living
4. Direct inquiry not available on mobile devices.

**G. Identity Theft Inquiry – QIDN**

1. Individuals who are victims of identity theft. This file allows agencies with a documented case of identity theft to enter the information on the victim.
2. Inquiry Options
  - a. Name and one, more than one, or all of the following alphanumeric identifiers: DOB, FBI, MNU and SOC.
  - b. Additional, inquiries may be made by using only the NAM and OCA or NIC only.
  - c. When Name and DOB are used both are searched with a soundex performed on the Name.

3. Law enforcement agencies are provided with information necessary to determine whether an individual in question (such as in a traffic stop) is the victim of the identity theft or the actual offender.
4. This information is beneficial in either preventing a false arrest of the actual victim or in effecting the arrest of the suspect.
5. A password is coordinated and decided upon between the investigating law enforcement agency and the actual victim. The password is utilized for identity confirmation. The password is located in the response. (Example of response on page 58.)

#### **H. Stolen Vehicle/License Plate/Part Inquiry – QV**

1. **Stolen Vehicle** – Any motor driven conveyance designed to carry its operator except boats. Includes cars, trucks, tractors, trailers, mopeds, airplanes, etc.
2. **Felony Vehicle** – Vehicle not reported stolen, used in the commission of a felony, and its whereabouts is unknown.
3. **Recovered Vehicle** – NC State only file for vehicles in the possession of law enforcement, not reported stolen, and the owner is unknown or cannot be contacted.
4. **Stolen License Plate** – License plate stolen separately from a vehicle, including lost plates.
5. **Stolen Part** – Any serially numbered component from a vehicle or boat and ownership documentation for a vehicle or boat. Includes engines, axles, bumpers, outboard motors, etc.
6. Query of Vehicles, License Plates, Parts.
  - a. Transaction used to query any vehicle, license plate, or part.
  - b. LIC, VIN, and/or OAN.
  - c. VIN is edited for check digit and vehicle year characters.
  - d. Multiple File Search includes the Vehicles, Plate, Part, Person, Boat, and Canadian Vehicle Index files.
7. Direct inquiry not available on mobile device but is displayed through vehicle registration inquiry.
8. On April 21, 2004 LOJACK was implemented as a new feature relating to the NCIC Stolen Vehicle File.
  - a. LOJACK compares the stolen vehicle VIN to their database of customers. If a VIN match is found, LOJACK sends a radio signal through its radio towers in the participating states to activate the hidden transmitter. Once activated, the hidden transmitter sends a signal every 15 seconds until the transmitter is deactivated and/or vehicle is removed from NCIC.
  - b. The signal being emitted from the LOJACK transmitter can be picked up on a LOJACK Police Tracking Computer (PTC).
  - c. A LOJACK PTC can pick up a signal 3-5 miles away under good conditions. The PTC uses directional indicators on the PTC display to indicate the direction from which the signal is originating and the strength of the signal.

9. **LOJACK Check/Reply Transaction (LE)**
  - a. The “Message Type” field requires the use of one of the following codes:
    - 1) “CHECK” which allows the user to inquire on a reply code being received on the PTC.
    - 2) “REPLY” which allows the user to request a “speed-up” of the signal being transmitted.
  - b. If the user submits a “REPLY” request, LOJACK will speed up the signal to once per second. The signal will continue at this rate for thirty minutes. If the vehicle has not been located within the thirty minutes, another “REPLY” request can be submitted.
  - c. The “LOJACK Check/Reply” transaction is available in the Omnixx software on in-house terminals.

**I. Stolen Boat Inquiry – QB**

1. A vessel designed for transport by water, constructed to provide buoyancy by excluding water and shaped to give stability and permit propulsion.
2. Inquire by one of the following:
  - a. Boat Hull Number
  - b. Registration Number
  - c. Searches Stolen Boats and in some cases Stolen Vehicles and/or Parts.
3. Direct inquiry not available on mobile device but is displayed through boat registration inquiry.

**J. Stolen Gun Inquiry – QG**

1. **Stolen Gun** – A serially numbered weapon for which a stolen report has been filed.
2. **Recovered Guns** – A serially numbered weapon that has been abandoned, seized, or found for which no stolen or lost gun report is on file and the owner is unknown or cannot be located.
3. **Lost Guns** – A serially numbered weapon for which a lost or missing report has been filed.
4. **Felony Guns** – A serially numbered weapon believed to have been used in the commission of a felony and the location is unknown.
5. Inquiry Options:
  - a. By Serial Number
    - 1) If more than one number appears on the weapon, use the frame number or perform separate inquiries on all the numbers.
    - 2) Cannot use stock, model or owner applied number.
    - 3) Optional fields should be used if available (gun make, caliber, model, related search hit).
    - 4) Will search all NCIC Gun files.
    - 5) May produce several serial number matches; always check the make, caliber, and type on all responses that are received.

- b. By NIC
  - 1) Will return the specific NCIC record requested.
  - 2) Leave all other fields blank.

**K. Stolen Article Inquiry – QA**

- 1. Stolen property identified by unique serial number and/or owner applied number except items entered in the boats, guns, vehicles, license plates, parts, or securities files. Includes bicycles, appliances, livestock, etc.
- 2. Inquiry Options.
  - a. By SER and/or OAN.
    - 1) Searches by article type with either a serial number or owner applied number.
    - 2) May inquire using both SER and OAN at the same time if both are available.
    - 3) Searches “self-made” category for matches.
    - 4) Searches single or group records.
    - 5) May produce several number matches.
  - b. By NIC.
    - 1) Will return the specific NCIC record.
    - 2) Leave all other fields blank.

**L. Stolen Security Inquiry – QS**

- 1. Securities are defined as currency, Federal Reserve Notes, Silver Certificates, U.S. Notes, Canadian Notes, and other foreign currency. Documents or certificates that are generally considered to be evidence of debt (Treasury issued bills, bonds, and notes, municipal and corporate bonds; debentures; other non-personal notes; etc.) or ownership of property (common or preferred stock) **excluding vehicle and boat ownership documents**. Documents which represent subscription rights (stock warrants, stock rights); other types traded in securities exchanges in the United States, except for commodities futures; postal and other types of money orders; traveler’s check warehouse receipts, savings certificates, and interest coupons on stocks and bonds.
- 2. Stolen Securities are negotiable and exchangeable for cash and can be identified by a serial number. They may include money orders, currency, traveler’s checks, bonds, etc.
- 3. Some items such as credit cards, government checks, and personal checks do not meet NCIC criteria for any file.
- 4. Inquiry Options
  - a. By type, serial number, denomination and issuer. If TYP codes are not available, use AO (All Other), which will search all types.
  - b. By Type and Owner.
  - c. By Owner. (SOC or OCA can also be used)
  - d. By Social Security Number.
  - e. By NIC.
    - 1) Will return the specific record
    - 2) Leave all other fields blank



## **VI. Canadian Hot Files (Canadian Police Information Center - CPIC)**

- A.** Persons (WQ) – Response may indicate wanted, charged, prohibited, parolee, probation, missing, etc.
- B.** Vehicles (VQ) – Response may be stolen, observation, abandoned, etc.
- C.** Boats (CBQ) – Response may show stolen, abandoned, or missing boat
- D.** Guns (CGQ) – Response may indicate stolen, missing, recovered, etc. Canadian Firearms Registration also checked.
- E.** Articles (CAQ) – Response may show stolen, missing, pawned, etc.
- F.** Securities (CSQ) – Response may indicate stolen, counterfeit, recovered, etc.
- G.** Canadian inquiries require a reason code and if the person/property is in sight.
- H.** Canadian hit confirmations are handled the same way as NCIC/DCIN hit confirmations utilizing the appropriate hit confirmation request transactions.

## **VII. Gang/Known or Appropriately Suspected Terrorist File – QGG, QGM**

### **A. Purpose**

- 1. Officer safety is enhanced by alerting officers of the potential danger posed by members of violent gangs and terrorist organizations/cells as well as Transnational Organized Crime members.
- 2. Allows for the exchange of identifying information on these groups and their members.

### **B. Inquiry Options**

- 1. By Group and/or Subgroup Names. (QGG)
- 2. By Name & Numeric Identifier or Vehicle Identifier. (QGM)
  - a. Search guidelines same as QW.
  - b. Searches the Gang/Terrorism file as well as Transnational Organized Crime members
  - c. May receive multiple records on one individual.
  - d. If gang name is not listed in drop down box, operator can key in free text gang name and transmit. Click override button and the inquiry will be transmitted to NCIC.

### **C. Responses**

- 1. Responses received are for law enforcement/criminal justice use only. The unauthorized disclosure of KST and TOC information **IS PROHIBITED.**
- 2. When a positive response is received indicating a subject may be on the Known/Suspected Terrorist and/or the Transnational Organized Crime watch list, the individual **MUST NOT BE ALERTED.**

3. The receiving agency will be instructed to contact the Terrorist Screening Center for further details and instructions. The contact number will be provided in the response.
4. Non-criminal justice personnel should not receive the Gang/Terrorist response.
5. Different levels of threats are indicated on response with specific instructions.
6. Transnational Organized Crime responses will display with a handling code of 5.

## **VIII. Protection Orders - QPO**

### **A. Purpose**

1. State law requires the Sheriff of each county to provide for the prompt entry of all domestic violence protection orders.
2. Allows nationwide access to all states' protection orders for enforcement as required by federal full faith and credit law.

### **B. Types of NC Domestic Violence Orders**

1. Ex Parte Domestic Violence Order of Protection
  - a. Usually issued by a district court judge, but may be issued by a magistrate if authorized by the chief district court judge.
  - b. Protects alleged victim and minor children prior to a domestic violence court hearing and may provide limited emergency relief.
  - c. Valid for time period specified in Order. If issued by a magistrate only valid for 72 hours from filing or the end of the next day on which district court is in session in the county whichever is earlier.
2. Domestic Violence Order of Protection
  - a. Issued by district court judge after a domestic violence court hearing has been conducted.
  - b. May provide relief and/or assistance to spouse and/or minor children.
  - c. Typically valid for up to one (1) year initially, but a judge may issue an order for up to two (2) years after renewing an order.

### **C. Inquiry Options**

1. Inquiry by name and numeric identifier will provide a response from NCIC and could include a status of one of the following:
  - a. Active
  - b. Expired
  - c. Cancelled — dismissed by the court
2. Responses from the Protection Order File are not probable cause to detain, search, or arrest an individual based solely on the record.
3. Release of information in these records is left in the sound determination of the agency.

4. Direct inquiry not available on mobile devices, but POF records are displayed when wanted/missing person inquiry is performed. Response will be active records only.

## **IX. NC Concealed Handgun Permit File – QCG**

### **A. Purpose**

1. NC residents who have met issuance criteria may carry a concealed handgun if they have received a concealed handgun permit from the Sheriff of their residence county.
2. Permittee must carry the permit and a valid identification whenever in possession of a concealed handgun.
3. When approached by a law enforcement officer, the permittee must indicate he has a valid permit and is carrying a concealed handgun. If officer requests, permittee must show both the permit and the valid identification.
4. Permits may be used statewide except where prohibited.
5. Permits are valid for 5 years. An emergency temporary permit is valid for only 45 days. The expiration date is indicated on the permit.

### **B. Inquiry Options**

1. Individual Record
  - a. Permit Number
    - 1) Will provide complete history of permit.
    - 2) Will display reasons for suspensions/revocations, if applicable.
  - b. Driver License/ID Number
    - 1) Will provide index response indicating permittee's name, permit number, address, and status.
    - 2) Inquiry by permit number will provide detailed response.
  - c. Name
    - 1) Will provide index response indicating permittee's name, permit number, address, and status.
    - 2) May provide multiple responses.
    - 3) Optional fields should be used when available to narrow search.
2. County Listing (using County with Start and End Date) will provide a county list of a specific permit status by the month.
3. Responses will contain identifying information.
4. Responses may indicate a status of PENDING, VALID, DENIED, SURRENDERED, APPLICATION WITHDRAWN, SUSPENDED, REVOKED, REINSTATED or EXPIRED.
5. Direct inquiry not available on mobile devices, but records are displayed when wanted/missing person inquiry is performed.

### **C. Dissemination**

1. Responses received are for law enforcement and criminal justice use only and may not be given to the public.

2. The Sheriff of the county is required to maintain a listing of who is issued a concealed handgun permit. This list and the information collected by the Sheriff pursuant to this application is confidential and is not public record. This information is available to all State and local law enforcement agencies pursuant to NCGS 14-415.17(c).

**D. Notification of Possible Concealed Handgun Permit Violation**

1. This automated notification transaction (NCGV) is used by any law enforcement agency when they have arrested or charged a concealed handgun permittee with an offense which could possibly cause suspension or revocation of a concealed handgun permit. (Includes DWI charges).
2. Once transmitted, an automatic notification message is sent to the Sheriff that issued the concealed handgun permit or is the current “contact agency” for permit.
3. It is the responsibility of the Sheriff receiving this notification to follow-up on the charges to determine if a suspension or revocation hearing is appropriate.
4. Important transaction to assist Sheriffs in assuring compliance with the concealed handgun permit’s law.
5. This transaction can only be performed on standard in-house devices.

**E. Concealed Handgun Reciprocity**

1. Effective December 1, 2011, concealed handgun permits issued by another state are valid in NC.
2. While North Carolina will now recognize permits issued by any other state, permittees should understand that other states MAY or MAY NOT recognize a North Carolina permit. Information regarding agreements with other states can be found in the Omnixx Force/Links/Concealed Handgun Permits/Concealed Permit Reciprocity. Identical information is also maintained on the NC Department of Justice website [www.ncdoj.gov](http://www.ncdoj.gov)

**F. Query Nlets Concealed Weapon Permits (CWQ)**

1. This transaction can be used to obtain a permit record from certain participating states. Complete list available from [www.ncdoj.gov](http://www.ncdoj.gov)
2. Current states would include those that have signed a reciprocity agreement. A list of reciprocal states can be found in Links, Concealed Handgun Permits, Concealed Permit Reciprocity.
3. May Inquire By:
  - a. Name & DOB
  - b. Permit Number
  - c. Social Security Number
4. Any responses received are for law enforcement/criminal justice use only. No public dissemination is allowed of these record responses.

## **X. Sex Offender Registration and Public Protection File - QSO**

### **A. Purpose**

1. The purpose of the Sexual Offender Registration and Public Protection File is to assist local law enforcement efforts to protect their communities by requiring sex offenders to register.
2. This file facilitates the exchange of relevant information about sexual offenders among law enforcement agencies in order to conduct investigations and quickly apprehend sex offenders.

### **B. NC Sex Offender Registration**

1. Offenders are required to register for a period of 10-30 years following the date of initial registration. After 10 years of active registration on the NC Registry, offender may petition the superior court judge, in the NC county of conviction, for termination of the registration requirements. If the conviction occurred out-of-state, the offender may petition the superior court judge in the NC county of residence. **This does not include Aggravated, Predator, or Recidivist statuses.**
2. As of 10/1/2001, some offenders, while not necessarily living in NC, may be required to register with a NC Sheriff. Nonresident students and nonresident workers may be required to register with the Sheriff of the county in which they work or attend school.
3. As of 10/09/2002, any person registered in NC must register with the Sheriff if enrolled in any institution of higher education on a full-time or part-time basis, or if employed full or part-time at an institution of higher education. The offender must also notify the Sheriff of any change of enrollment or employment at such institutions.
4. Effective December 1, 2008:
  - a. In-person reporting period shortened to three (3) business days
  - b. Prohibited from Commercial Social Networking Websites
  - c. Prohibited from changing name
  - d. Prohibited from certain locations
  - e. Change in verification letters shortened to three (3) business days
  - f. Online identifiers must be provided to Sheriff's Office.
5. Some offenders will require lifetime registrations.
  - a. Sexually Violent Predators
  - b. Aggravated Offenders
  - c. Recidivists

### **C. NC Violations**

1. Any of the following violations are chargeable as a Class F Felony:
  - a. Fail to Register – FTR
  - b. Failed to Change Address – FTC
  - c. Failed to Verify Address – FTV
  - d. Failed to Inform Student Status – FTS
  - e. Failed to Inform Work Status – FTW
  - f. Forged or Falsified Data – FFD
  - g. Reports Intent to Reside in Another State but Remains in

- h. the State – FMS
- h. Failure to Notify of Out of County Employment with Temporary Residence – FOC
- i. Fails to Report in Person to Sheriff as Requested – FRP
- j. Fails to Report Online Identifier Change(s) – FID
- 2. Warrantless Arrest.
  - a. May be made for any of these violations by any probation/parole or other law enforcement officer.
  - b. Individual may be immediately arrested after performing the appropriate hit confirmation.
- 3. Individuals who commit violations of this law may be entered into NCIC Wanted Person file provided required conditions are met.

#### **D. Inquiry Options**

- 1. Detailed Record
  - a. Sex Offender Number (SRN) or Dept. of Correction Number (DOC).
  - b. Responses contain the following information
    - 1) Identification Data. (SMT's, Aliases, DOB, SID, FBI, etc.)
    - 2) Registration Status. (Pending, Registered Sex Offender, Registered Predator, Registered Juvenile, Recidivist, Aggravated Offender & Nonresident Student or Worker)
    - 3) Violation Status. (FTR, FTC, FTV, FTS, FTW, FFD, FMS, FOC or NVL – No Verification Letter received for Juvenile)
    - 4) Any additional sections maintained in the base record.
- 2. Individual Search
  - a. By NAME and/or optional fields.
  - b. Response contains the following information:
    - 1) Basic Physical Description.
    - 2) SRN or DOC.
    - 3) Registration Status.
    - 4) Violation Status.
- 3. Area or Status Search
  - a. County, City, Zip Code or a Statewide Listing.
  - b. Inquiries by area will provide a response for all status types.
  - c. Responses may be limited by selecting one or more status types.
  - d. Statewide listing will show all status types except registered.
- 4. Statewide Registry.
  - a. Statewide registry will include all registration status and violation status types.
  - b. For a copy, contact the Sex Offender Coordination Unit – [SORHELP@ncsbi.gov](mailto:SORHELP@ncsbi.gov)
- 5. Direct inquiry not available on mobile devices, but records are displayed when a wanted/missing person inquiry is performed.
- 6. NC DMV Driver License Examiners will perform a National Sex Offender check on individuals who apply for a license and have lived in

- NC for 12 months or less. This search is used to determine if the individual has registered as a sex offender in accordance to NC law.
7. If the individual is not a registered sex offender, the individual will then be issued a license or ID. If the individual is listed as a sex offender, he/she will be sent to the Sheriff's Office to get proof that he/she has registered as a sex offender in North Carolina. If the registry is down at time of the search, the license will be issued, but will be revoked, if the person is found to be a sex offender.

**E. Hit Confirmation Procedures**

1. NC Sex Offender registration law gives law enforcement the ability to make felony and warrantless arrests.
2. Prior to making a warrantless arrest or taking enforcement action the officer must confirm the registration status or violation status of the record.

**F. Disseminations for Adult Records**

1. All public requests for information from the Sex Offender Registration file maintained in DCIN must be referred to the Sheriff's Office. At no time should another law enforcement agency provide this information to the public from the DCIN system.
2. The public should be encouraged to and may access the Internet directly to obtain Sex Offender Registration information. Go to the NC Department of Justice website and select the Sex Offender and Public Protection Registry from the links on the left hand side of the page. The Internet address is: <http://sexoffender.ncsbi.gov>

**G. Juvenile Sex Offender Registration**

1. Juvenile must be at least 11 years old at time of the commission of the offense.
2. Juveniles who are 16 or 17 years old will be bound over to superior court and would not register as a juvenile sex offender.
3. Juveniles must be adjudicated delinquent for one of the following offenses committed on or after October 1, 1999:
  - a. First Degree Rape.
  - b. Second Degree Rape.
  - c. First Degree Sexual Offense.
  - d. Second Degree Sexual Offense.
  - e. Attempted Rape or Sexual Offense.
4. At the dispositional hearing if the court determines that the juvenile is a danger to the community and should be ordered to register, the presiding judge will enter an order requiring the juvenile to register. If no order is issued, the juvenile will not be required to register.
5. There are no violations that can be enforced for a juvenile sex offender registration record.

**H. Dissemination of Juvenile Records**

1. Juvenile registration records are available to law enforcement agencies only.
2. This information is NOT public record and cannot be released to the public.
3. Juvenile registration records will not be placed on the Sex Offender Registry on the Internet, public inquiry (QSOP), or displayed on any county or statewide registry printouts.
4. Juvenile registration records will not be sent to the NCIC Sexual Offender Registration file.

**XI. NC DOC Records Inquiry – CPQ**

**A. Purpose**

1. This transaction is utilized to access records from the NC Department of Corrections.
2. Responses may include DOC photo, probation/parole status and other descriptor information.
3. This transaction allows North Carolina agencies access to other participating State DOC records.

**B. Inquiry Options**

1. May Inquire By:
  - a. DOC Number
  - b. FBI Number
  - c. SID Number
  - d. Name & Other Numerical Identifier
2. Response information can be relayed over the radio. Agencies receiving the hit should contact DOC to determine conditions of the individual's probation or parole.
3. Any responses received are for law enforcement/criminal justice use only. No public dissemination is allowed of these record responses.

**XII. Hazardous Materials Inquiry – MQ**

**A. Inquiry Options**

1. Inquiries are performed by the four (4) digit internationally recognized code called a "UNN" number or placard number.
2. The transport vehicle should have this number displayed on placard on the vehicle.
3. Inquiries by chemical name, Standard Transportation Commodity Code (STCC), and Railcar ID number are currently not supported.
4. Leave CTL field blank.

**B. Response**

1. The response will indicate a variety of information including:
  - a. Chemical Name
  - b. Personal safety precautions



- c. General handling and disposal procedures
- d. Public health hazards
- 2. The response is nearly identical to the information available in the US DOT's Emergency Response Guidebook.

### **XIII. Hit Confirmation Procedures**

#### **A. Requirements**

- 1. NCIC/CIIS requires that agencies be able to confirm their hot file records 24 hours a day, 7 days a week.
- 2. Confirming a hit means to contact the agency that entered the record to:
  - a. Ensure that the person or property inquired upon is identical to the person or property identified in the record;
  - b. Ensure that the warrant, missing person report, protection order, or theft report is still outstanding;
  - c. Obtain a decision regarding:
    - 1) The extradition of the wanted person when applicable;
    - 2) Information regarding the return of the missing person to the appropriate authorities;
    - 3) Information regarding the return of stolen property to its rightful owner; or
    - 4) Information regarding the terms, conditions, and service of a protection order.

#### **B. Hit Confirmation Request – YQ**

- 1. Performed by agency that receives a hit that matches the person or property of the inquiry.
- 2. Notifies originating (entering) agency that their record needs to be confirmed.
- 3. Requesting agency should choose appropriate priority. Priority is either:
  - a. **Urgent** – within 10 minutes. In those instances where the hit is the only basis for detaining a suspect, or the nature of a case requires urgent confirmation of a hit; or
  - b. **Routine** – within 1 hour. Generally this will be used when the person or property is being held on local charges or when an urgent confirmation is not required.
- 4. If confirmation is not received after the specified time frame expires, requesting agency may send a second hit confirmation request. Sending a second request (place a 2 in the REQ field) will also notify the state control terminal agency. If no response after the second request time expires, a third request may be needed which will notify the state control terminal agency again and the FBI.
- 5. An agency detaining an individual on local charges where the individual appears identical to the subject of the wanted person record and is within the geographical area of extradition must confirm the hit.
- 6. Hit confirmations will be processed by the appropriate section or personnel designated by your agency.

**C. Hit Confirmation Response – YR**

1. Upon receipt of a hit confirmation request, the ORI of the record must furnish a substantive response within the designated time frame.
2. The response should indicate a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject the hit.
3. Complete the hit confirmation response form, which will inform the requesting agency of the confirmation status.

**D. Additional Guidelines**

1. After the hit confirmation is completed and record is confirmed, the requesting agency should perform a LOCATE transaction. LOCATE transaction will be performed by the appropriate section or personnel designated by your agency who possess a Module 3 – File Transactions certification.
2. Contact by telephone can be made in addition to the hit confirmation transactions.
3. NC Attorney General’s opinion states that a confirmed hit is probable cause to obtain a fugitive warrant.
4. A copy of all hit confirmation transactions should be maintained in the case file pertaining to that record.

**XIV. Driver Issuance/History Information**

Within Omnixx Force there will be different DMV forms that a user can choose. The user will have the ability to choose the standard DMV forms or the mobile DMV forms. The response will vary depending on which forms and options are used.

**A. NC Driver Issuance/History – QDF, CTRL + D**

1. Inquiry Options
  - a. By Customer ID – same as Operator License Number
    - 1) 1 to 12 numeric identifier assigned by NC DMV.
    - 2) Default response is NC Driver History Record.
    - 3) Inquiry Options using Customer ID.
      - Issuance Only (No History) option may be used to obtain driver issuance information only, and/or
      - Vehicle Registration option may be used to request NC vehicle registration linked to the customer ID being used in addition to the driver license response.
    - 4) Customer Merged Records – If DMV has detected an individual was issued more than one Customer ID, they will combine the records to a “Primary Customer ID”. Other associated ID’s, names, DOB’s, etc. will be provided in the record response when inquiry is made using the primary or any of the secondary Customer IDs. (Known as Alias and Case Combined identifiers). The automatic wanted/missing person search is made with the primary Name, DOB, and Customer Number obtained

from the DMV response. In order to assure you do a thorough wanted person search, the operator should perform additional wanted person inquiries on the additional names, DOB's and customer numbers provided in the response.

- b. By Name
  - 1) Last, first, and middle name may be questioned (?).
  - 2) Single match will provide NC Driver Issuance response.
  - 3) Multiple responses will provide a listing of possible matches.
  - 4) Options that may be used with Name
    - a) DOB or Age – Use 8 digits in the DOB field (Example: May 7th, 1955 = 05071955)
    - b) Race
    - c) Sex
    - d) County – Use the first 5 characters of county name
    - e) City – Use the complete name of the city
    - f) Number of Pages field may be used to request number of multiple response's pages desired.
    - g) Any person who has a last name with spaces between segments should be run with a “?” between each segment. (See page 59-60 for examples.)
2. “Multiple or No Record” response will NOT cause a wanted/missing person inquiry.
3. A single response from a NC Driver License inquiry will generate a search by primary NAME, DOB, & OLN of:
  - a. Wanted/Missing Persons – will also search the Violent Person, Foreign Fugitive, Protective Interest, Immigration Violator, Gang, Known or Appropriately Suspected Terrorist, Transnational Organized Crime, National Sex Offender Registry, Protection Orders, Identity Theft and Supervised Release files.
  - b. NC Concealed Handgun Permits
  - c. NC Sex Offender Registration
  - d. NC DOC Records
4. If receiving an error message from NCIC stating “**REJECT - LENGTH ERROR – NAM**”, a wanted person search will not be conducted. A QW (Query Wanted) transaction should be conducted to ensure the person is searched in the wanted files. This error is due to the name being longer than 20 characters and NCIC currently not supporting this with their programming. NCIC is currently addressing this issue.
5. DMV Special Requests
  - a. DMV Special Searches – Agencies may conduct special searches of DMV via CJLEADS.
  - b. DMV digital images are now available when inquiring by OLN.
  - c. DMV Identity Theft Unit (See page 61 for information).
  - d. NC DMV is implementing a change to the restriction code and to the restriction code description information in the driver license

issuance and history sections of a DMV response. The changes include the restriction code being moved to a new line and the restriction code description being added for each code. The number of codes and respective descriptions displayed is changing from 6 occurrences to a maximum of 12. DMV responses reflected these changes on September 20th, 2015. (See example on page 64).

- e. The Real ID Act was enacted by Congress in 2004 and set standards for the issuance of drivers' licenses and ID cards. Obtaining a REAL-ID compliant credential is voluntary but non-compliant credentials will no longer be accepted for federal identification purposes. NC is in Compliance and is now issuing REAL – ID credentials. REAL-ID cards will have a gold star icon which indicates that DHS requirements have been met. DMV responses in DCIN will indicate “REAL ID: Y/N”.
- f. **Information regarding these items is available in the Links menu category of Omnixx Force, NC DMV Info, Driver's License Info.**

**B. Out-of-State Driver Issuance Query – DQ**

- 1. The two character state code must be placed in the Nlets Destination code field.
- 2. Inquiry Options.
  - a. By Name, DOB, and Sex.
    - 1) Will provide Driver Issuance information from the state requested.
    - 2) Will also perform Wanted/Missing person inquiry.
    - 3) If receiving an error message from NCIC stating **“REJECT - LENGTH ERROR – NAM**, a wanted person search will not be conducted. A QW (Query Wanted) transaction should be conducted to ensure the person is searched in the wanted files. This error is due to the name being longer than 20 characters and NCIC currently not supporting this with their programming. NCIC is currently addressing this issue.
  - b. By OLN only.
    - 1) Will provide Driver Issuance information from the state requested.
    - 2) Will NOT perform Wanted/Missing Person inquiry.
  - c. Regional inquiries allowed by Name, DOB and Sex.
  - d. Responses and information will vary depending upon the state.
  - e. Nlets Driver Issuance Help Files (available from an in-house DCIN interface) provide automated information to aid in understanding the policies/responses of other states.
  - f. Mexico Driver Issuance information is available for commercial drivers only.
    - 1) Destination ORI (DRI) will be MX.
    - 2) Information may only be requested by OLN.

- 3) OLN and category code on driver license must be used.
    - 4) NOT currently an automatic reply; requires manual processing.
  - g. Nlets transactions will not search the NC Concealed Handgun Permit or NC Sex Offender files.
- C. Out-of-State Driver Issuance Unknown DOB Query – DNQ**
- 1. Name only and may use optional fields.
  - 2. Will NOT perform Wanted/Missing Person inquiry.
  - 3. Not all states support this transaction and optional fields vary.
- D. Out-of-State Driver History Query – KQ**
- 1. Inquiry Options
    - a. Name, DOB & Sex
    - b. OLN – allowed by some states
    - c. Some states require Purpose & Attention fields to be completed with the person’s name requesting the driver history.
    - d. Regional inquiries are not allowed.
    - e. Will NOT perform Wanted/Missing Person inquiry.
    - f. Not all states support this transaction.
    - g. Refer to “Dissemination of Driver History” section for non-criminal justice uses and logging requirements.
- E. Out-of-State DMV Images**
- 1. Images may be obtained by utilizing either the Query Driver License (DQ) transaction or the Query Driver License History (KQ) transaction.
  - 2. Images will be returned more often when inquiring by the Query Driver License (DQ) transaction.
  - 3. In order to obtain the image place a “Y” in the Image field.
  - 4. May inquire by Name/DOB/Sex or OLN.
  - 5. When inquiring by Name/DOB/Sex and an image is not returned, then re-run utilizing the OLN.
  - 6. Responses will vary from state to state.
  - 7. A list of participating states can be retrieved through the Nlets Help File Transaction found in Omnixx Links
- F. Canadian Driver Information – UQ**
- 1. DRI will be Canadian province or territory
  - 2. Name, DOB & Sex are mandatory
  - 3. Must give reason and if person is in sight
  - 4. Provides Driver Issuance and Wanted status
- G. Nlets Driver Issuance Help Files – HL**
- Provides information to aid in understanding the policies/responses of other states.

## **H. Dissemination of Driver History/Issuance**

1. Driver History data can only be given to authorized law enforcement/criminal justice personnel unless requests are for approved non-criminal justice uses.
2. Non-criminal justice uses of Driver History data
  - a. Defense attorneys have access to NC DMV records if the following criteria are met:
    - 1) Request is for a defendant represented in a criminal or infraction court case. (No civil court cases)
    - 2) Defense Attorney Access form has been completed.
    - 3) Form must be notarized by notary public.
    - 4) Defense attorneys' may receive Out-of-State Driver History if meeting criteria.
    - 5) Agency performing inquiry should maintain Defense Attorney Access form on file for one year. See page 62 for access form.
  - b. Authorized licensing/non-criminal justice employment checks such as taxi permit, ABC license, etc.
  - c. Government employees or applicants who will be required to operate a government owned vehicle.
  - d. Driver History data used for non-criminal justice purposes listed above is required to be logged for 1 year.
3. Release of Driver Issuance Information
  - a. This information may be released to authorized law enforcement and criminal justice personnel for the administration of criminal justice.
  - b. This information may also be released for approved non-criminal justice uses if agency has been approved by local ordinance(s) and/or state statute.

## **I. Mobile NC Driver Issuance Inquiry – QDRV**

This is a mobile transaction that will search both in-state and out-of-state driver issuance and history information from one inquiry instead of multiple screens. This transaction is very similar to the QDF and the DQ. This mobile transaction will provide the same response and spin offs as the standard inquiry transactions.

1. In-State Inquiry Options
  - a. By Customer ID – same as Operator License Number
    - 1) 1 to 12 numeric identifier assigned by NC DMV.
    - 2) Default response is NC Driver Issuance information (no Driver History). If Driver History is needed, place a “Y” in the Driver History field. If the history is not needed, leave this space blank. The PUR and ATTENTION field are not used for North Carolina inquiries.
    - 3) STATE or Nlets DESTINATION field will default to NC.
    - 4) Customer Merged Records – If DMV has detected an individual was issued more than one Customer ID, they

will combine the records to a “Primary Customer ID”. Other associated ID’s, names, DOB’s, etc. will be provided in the record response when inquiry is made using the primary or any of the secondary Customer IDs. (Known as Alias and Case Combined identifiers). The automatic wanted/missing person inquiry is made with the primary Name, DOB, and Customer Number obtained from the DMV response. In order to assure you do a thorough wanted person search, the operator should perform additional wanted person inquiries on the additional names, DOB’s and customer numbers provided in the response.

- b. By Name
  - 1) Last, first, and middle name may be questioned (?).
  - 2) Single match will provide NC Driver Issuance response.
  - 3) Multiple responses will provide a listing of possible matches.
  - 4) Options that may be used with Name:
    - a) DOB or Age – Use 8 digits in the DOB field. (Example: MMDDYYYY)
    - b) Race
    - c) Sex
    - d) County – Use the first 5 characters of county name.
    - e) City – Use the complete name of the city.
2. “Multiple or No Record” response will NOT cause a Wanted/Missing Person inquiry.
3. A single response from a NC Driver License inquiry will generate a search by primary NAME, DOB, & OLN of:
  - a. Wanted/Missing Persons – will also search the Violent Person, Foreign Fugitive, Protective Interest, Immigration Violator, Gang, Known or Appropriately Suspected Terrorist, Transnational Organized Crime, National Sex Offender Registry, Protection Orders, Identity Theft and Supervised Release files.
  - b. NC Concealed Handgun Permits
  - c. NC Sex Offender Registration
  - d. NC DOC Records
4. If receiving an error message from NCIC stating “**REJECT - LENGTH ERROR – NAM**”, a wanted person search will not be conducted. A QW (Query Wanted) transaction should be conducted to ensure the person is searched in the wanted files. This error is due to the name being longer than 20 characters and NCIC currently not supporting this with their programming. NCIC is currently addressing this issue.

#### **J. Mobile Out-of-State Driver Issuance Query – QDRV**

1. The two character state code must be placed in the State or Nlets DESTINATION field. If left blank the computer will assume it is an in-state inquiry.

2. Out-of-State Inquiry Options
  - a. By Name, DOB, and Sex
    - 1) Will provide Driver Issuance information from the state requested.
    - 2) Will also generate a Wanted/Missing Person Inquiry.
    - 3) If receiving an error message from NCIC stating **“REJECT - LENGTH ERROR – NAM**, a wanted person search will not be conducted. A QW (Query Wanted) transaction should be conducted to ensure the person is searched in the wanted files. This error is due to the name being longer than 20 characters and NCIC currently not supporting this with their programming. NCIC is currently addressing this issue.
  - b. By OLN only
    - 1) Will provide Driver Issuance information from the state requested.
    - 2) Will NOT generate a Wanted/Missing Person inquiry.
  - c. By Name Only
    - 1) May be used, but will NOT generate a Wanted/Missing Person inquiry.
    - 2) Not all states will support this transaction.
    - 3) Optional fields AGE, SEX, CITY, and COUNTY may vary from state to state. In-house DCIN devices can access Nlets Help files to obtain help information for name only inquiries.
  - d. Regional inquiries allowed by Name, DOB and Sex. Mobile devices cannot access help information to obtain regional codes. Each agency is responsible for advising specific codes.
  - e. Responses and information will vary depending upon the state.
  - f. Nlets Driver Issuance Help Files (available from a standard in-house DCIN interface) provide automated information to aid in understanding the policies/responses of other states.
  - g. Mexico Driver Issuance information is available for commercial drivers only. Currently, the response is not automated and requires manual processing.
  - h. Nlets transactions will not search the NC Concealed Handgun Permit or NC Sex Offender files.

**K. Mobile Out-of-State Driver History Inquiry – QDRV**

1. Out-of-State Inquiry Options
  - a. Name, DOB, and Sex
  - b. OLN – some states only give Driver History if the OLN is used.
2. Some states require the PUR (purpose code) and ATTENTION field (to list the person’s name requesting the Driver History).
3. Refer to “Dissemination of Driver History” section for non-criminal justice uses and logging requirements.
4. Inquiry identifiers vary depending on the state.
5. Regional inquiries are not allowed.



6. Will NOT generate a Wanted/Missing Person inquiry.
7. Responses and information will vary depending upon the state.

## **XV. Vehicle Registration Information**

Within Omnixx Force there will be different DMV forms that a user can choose. The user will have the ability to choose the standard DMV forms or the mobile DMV forms. The response will vary depending on which forms and options are used. NC and Out-of-State Vehicle registration information retrieved through DCIN should be conducted for official law enforcement and criminal justice purposes only. NC and Out-of-State Vehicle registration information should only be disseminated to appropriate law enforcement and criminal justice users. All other inquiries must be directed to the NC DMV or the appropriate State DMV.

### **A. NC Vehicle Registration File – QVR, CTRL + R**

1. Inquiry Options
  - a. License Plate Number
    - 1) Complete license plate number must be used and omit any hyphens, spaces, and special characters.
    - 2) Partial license plate data cannot be obtained by DCIN.
    - 3) Will generate Stolen/Wanted check on the LIC used.
    - 4) Options that may be used with license plate number.
      - a) License Plate Year - will default to the current year if left blank.
      - b) Can be used to obtain either a registration for a specific year or a plate history of the vehicle(s) to which this license plate has been assigned.
      - c) “All Years” option may be used when inquiring by license plate only; provides history of all vehicles associated with that license plate back to 1996.
  - b. Vehicle Identification Number
    - 1) May use entire VIN or partial VIN with question mark.
    - 2) Will generate Stolen/Wanted check if entire VIN used.
    - 3) Options that may be used with VIN.
      - a) Vehicle Year – 4 digits.
      - b) Vehicle Make – if this field is being used, must have appropriate code.
      - c) Vehicle Style – use appropriate vehicle code.
  - c. Name
    - 1) Last, first or middle name may be questioned (?).
    - 2) Name query will not generate Stolen/Wanted check.
    - 3) Options that may be used with Name.
      - a) DOB.
      - b) City – Use the complete name of city.
      - c) County – Use the first 5 characters of county name.
      - d) Business – Mandatory if inquiring on a business name. If inquiring on a business name, place a “Y” in this field; otherwise leave blank.

- d. Customer ID (Same as Operator License Number)
  - 1) 1 to 12 numeric identifier assigned by NC DMV.
  - 2) Options that may be used with the Customer ID.
    - a) Driver History option may be used to request Driver History response; or
    - b) Driver Issuance option may be used to request Driver Issuance response.
    - c) If either option is used, a Wanted/Missing person inquiry will be performed using Name, DOB, and OLN obtained from the Driver Issuance response.
- e. Title Number
  - 1) NC DMV Title Number may be up to 15 alpha-numeric characters.
  - 2) Will not search any Stolen/Wanted files.
- f. Handicap Placard Number
  - 1) NC DMV placard number may be up to 8 digits.
  - 2) Will not search any Stolen/Wanted files.
- g. Lien
  - 1) May be used with the LIC, VIN, Name, or Title.
  - 2) Lien information can only be returned with a vehicle detail response.
- h. DMV Special Searches – Agencies may conduct special searches of DMV via CJLEADS.
- i. Seized DWI Vehicles Per NCGS 20-28 3.  
DCIN provides a method to notify NC DMV of DWI and Felony Fleeing seized vehicles as required by state law.
- j. Seized Tags Per NCGS 20-45.  
DCIN provides a method to notify NC DMV of seized tags as required by state law.
- k. Division of Motor Vehicles has added a new plate status and a new message regarding revoked registrations for motor carriers that have been issued a specific Out of Service Order (OOSO) by the Federal Motor Carrier Safety Administration (FMCSA). Plates will be revoked for carriers deemed as an imminent hazard or unsatisfactory/unfit.
- l. Vehicle inspection violations are available via DCIN when performing inquiries by license or VIN.
- m. DMV may add stop information to a NC registration. The following vehicle stops are possible. See page 63 for complete details and definitions.
  - 1) Insurance Stop
  - 2) DWI Stop
  - 3) Child Support Stop
  - 4) Tax Stop
  - 5) Multi Stop

## **B. Out-of-State Vehicle Registration Inquiry – RQ**

- 1. Inquiry Options

- a. **LIC, LIY and LIT** or by **VIN**.
  - 1) By **LIC, LIY and LIT** or by **VIN**.
  - 2) Some states require VMA code.
  - 3) Regional inquiries allowed by LIC and VIN.
  - 4) Will always search Stolen/Wanted files.
  - 5) If LIC is more than 8 characters, 2 left most characters dropped for stolen check.
2. Out-of-State Vehicle Registration Inquiry By Name/DOB – **RNQ**
  - a. Name and DOB are mandatory.
  - b. Will always search Wanted/Missing files but not Stolen files.
  - c. If receiving an error message from NCIC stating “**REJECT - LENGTH ERROR – NAM**”, a wanted person search will not be conducted. A QW (Query Wanted) transaction should be conducted to ensure the person is searched in the wanted files. This error is due to the name being longer than 20 characters and NCIC currently not supporting this with their programming. NCIC is currently addressing this issue.
  - d. Regional inquiries not allowed using Name and DOB.
  - e. Not all states support this transaction.
3. Canadian Vehicle Registration Query – **XQ**
  - a. DRI will be Canadian Province or Territory
  - b. By LIC or VIN
  - c. Canadian-wide inquiry permitted by VIN only (DRI will be CP).
  - d. Must give reason for request and if person/property is in sight.
  - e. Provides Vehicle Registration and Stolen status responses.

**C. Mobile NC/Out-of-State Vehicle Registration Inquiry – QVEH**

This is a mobile transaction that will search both in-state and out-of-state Vehicle Registration from one inquiry instead of multiple screens. The mobile transaction will provide the same response and spin offs as the standard inquiry transactions.

1. In-State Inquiry Options
  - a. By License Plate Number
    - 1) Complete license plate number must be used.
    - 2) Omit any hyphens, spaces and special characters.
    - 3) Partial license plate data cannot be obtained through the DCIN system. This type of search may be conducted via CJLEADS.
    - 4) STATE or Nlets DESTINATION field will default to NC when left blank.
    - 5) Will generate Stolen/Wanted check.
    - 6) Options that may be used with license plate number.
      - a) LIY (License Plate Year) - will default to the current year if left blank. Can be used to obtain either a registration for a specific year or a plate history of the vehicle(s) to which this license plate has been assigned. To obtain a plate history, use ALL in LIY field.

- b) LIT (License Type) - field will default to PC (Passenger Car) when left blank. Agency is responsible for advising operators how to obtain additional codes when needed.
  - b. By VIN
    - 1) Use entire VIN.
    - 2) STATE or Nlets DESTINATION field will default to NC when left blank.
    - 3) Will generate Stolen/Wanted check.
    - 4) Options that may be used with VIN
      - a) VMA (Vehicle Make and/or style) – Required by some states. If used, must indicate appropriate code.
      - b) VYR (Vehicle Year) – 4 digits
  - c. By Name
    - 1) Last, first and middle name
    - 2) STATE or Nlets DESTINATION field will default to NC when left blank.
    - 3) NC Name query will NOT search any Stolen/Wanted files.
    - 4) Options that may be used with Name
      - a) DOB
      - b) County – Use the first 5 characters of county name.
      - c) City – Use the complete name of city.
      - d) Business – Mandatory if inquiring on a business name. If inquiring on a business name, place a “Y” in this field; otherwise leave blank.
  - d. By Title Number
    - 1) NC DMV title number may be up to 15 digits.
    - 2) Will NOT search any Stolen/Wanted files.
  - e. By Handicap Placard Number
    - 1) NC DMV placard number may be up to 8 digits.
    - 2) Will NOT search any Stolen/Wanted files.
  - f. By Lien – may be used with the LIC, VIN, Name or Title.
  - g. DMV Special Request – Agencies may make special requests for off-line searches directly to NC DMV by submitting written documentation or by utilizing the CJLEADS system.
- 2. Out-of-State Inquiry Options
  - a. By License Plate Number
    - 1) Complete license plate number must be used.
    - 2) Omit any hyphens, spaces and special characters.
    - 3) Partial license plate data cannot be obtained through the system. An offline search would need to be conducted.
    - 4) The two character state code must be placed in the STATE or Nlets DESTINATION field. If left blank the computer will assume it is an in-state inquiry.
    - 5) Will generate Stolen/Wanted check.
    - 6) Options that may be used with license plate number.

- a) LIY (License Plate Year) – will default to the current year if left blank. Can be used to obtain either a registration for a specific year or a plate history of the vehicle(s) to which this license plate has been assigned.
    - b) LIT (License Type) – field will default to PC (Passenger Car) when left blank. Agency is responsible for advising operators how to obtain additional codes when needed.
  - 7) Regional inquiries are allowed by LIC. If terminals cannot access help information to obtain regional codes, agency is responsible for advising operator how to obtain these codes.
- b. By VIN
  - 1) Use entire VIN.
  - 2) The two-character state code must be placed in the STATE or Nlets DESTINATION field. If left blank the computer will assume it is an in-state inquiry.
  - 3) Will generate Stolen/Wanted check.
  - 4) Regional inquiries may be made using VIN.
  - 5) Options that may be used with VIN
    - a) VMA (Vehicle Make and/or style) – Required by some states. If used, must indicate appropriate code.
    - b) VYR (Vehicle Year) – 4 digits.
- c. By Name
  - 1) Last, first and middle name.
  - 2) DOB is mandatory – If unknown, use 00000000.
  - 3) The two character state code must be placed in the STATE or Nlets DESTINATION field. If left blank the computer will assume it is an in-state inquiry.
  - 4) Name query will generate Wanted/Missing check if complete DOB is used but does not check Stolen files.
  - 5) If receiving an error message from NCIC stating “**REJECT - LENGTH ERROR – NAM**”, a wanted person search will not be conducted. A QW (Query Wanted) transaction should be conducted to ensure the person is searched in the wanted files. This error is due to the name being longer than 20 characters and NCIC currently not supporting this with their programming. NCIC is currently addressing this issue.
  - 6) Responses will vary depending upon the state.
- 3. Nlets Vehicle Registration Help Files will provide automated information to aid in understanding the policies and responses of other states. These HELP files are available only on a standard in-house DCIN interface.

## **XVI. National Insurance Crime Bureau (NICB)**

### **A. NICB Files**

1. NICB provides automated access to eleven different files:
  - a. **Auction File** – vehicles processed through auction houses prior to sale and includes online auction information such as eBay.
  - b. **Export File** – indicates that the vehicle has been exported out of the country.
  - c. **Impound File** – indicates the vehicle was impounded by a law enforcement agency but does not indicate if the vehicle has been claimed.
  - d. **International Index** – records of stolen or salvaged vehicles for Canada, Germany, France, and Sweden.
  - e. **LIEN Holder File** – indicates any third party's legal right for repayment of a debt such as auto loan on the vehicle.
  - f. **Manufacturer's Shipping File** – indicates to whom, when, and where a vehicle has been shipped.
  - g. **Pre-Inspection File** – vehicles processed through an authorized inspection center in some states where the VIN does not match current VIN edits.
  - h. **Rental File** – vehicles maintained as part of a rental company fleet.
  - i. **Salvage File** – indicates that the vehicle has been damaged (cause of loss) and information relating to the claim.
  - j. **Vehicle Claim** – vehicles where physical damage claim has been filed with insurer; prevents duplicate claims being filed.
  - k. **Vehicle Theft File** – vehicles reported stolen that are no longer maintained by NCIC or CPIC (canceled or purged) dating back to 1972 for NCIC records and dating back to 1996 for CPIC vehicle theft records. This file also includes information of vehicles that have been recovered listed in NICB's records.
2. NICB exchanges information with Mexico's OCRA databases on Mexican stolen vehicles and exported vehicles. The Oficina Coordinador De Riesgos Asegurados S.C. (OCRA) is a not-for-profit corporation organized to detect, investigate, and deter vehicle theft and insurance fraud in Mexico.
3. Inquiries are for investigative uses and may provide information on the entire "life cycle" of a vehicle from manufacture to salvage/disposal.
4. A standard NAQ transaction query from the National Insurance Crime Bureau Files (NICB) may return two responses.
5. Web Access: [www.nicb.org](http://www.nicb.org).

### **B. Inquiry to all files at NICB – NAQ**

1. Inquiry by VIN only
2. Will search NICB files only and not the NCIC stolen files.
3. Vehicle registration inquiries by VIN will not check NCIC files.

## **XVII. Boat Registration Information**

Within Omnixx Force there will be different boat registration forms that a user can choose. The user will have the ability to choose the standard Boat Registration form or the mobile Boat Registration form.

### **A. NC Boat Registration Information – QBR**

1. Inquiry Options
  - a. Registration Number
    - 1) Will provide owner information and boat type.
    - 2) Will provide Stolen Boat check.
  - b. Boat Hull Number
    - 1) Will provide boat type.
    - 2) Will provide Stolen Boat check.
    - 3) Will provide owner information.
  - c. Name of Owner
    - 1) Inquiry by name will provide a list of names, address, name type, registration numbers, and hull numbers.
    - 2) Will not provide Stolen Boat check.
2. Response
  - a. Registrations are renewed either annually or every three years.
  - b. Address information may be more current than DMV address information.

### **B. Out-of-State Boat Registration Information – BQ**

1. Inquiry Options
  - a. Registration Number
    - 1) Will provide Boat Registration information.
    - 2) Will provide Stolen Boat check.
  - b. Boat Hull Number
    - 1) Will provide Boat Registration information.
    - 2) Will provide Stolen Boat check.
  - c. Name of Owner
    - 1) If name is used, the DOB is mandatory. Use 8 digits for DOB - if unknown, use 8 zeros (00000000).
    - 2) Will NOT provide Stolen Boat check.
2. Responses provided and information given will vary depending upon the state. Nlets Boat Registration Help File will provide automated information to aid in the understanding of policies/responses of other states.

### **C. Mobile NC/Out-of-State Boat Registration Information – QBOT**

This is a mobile transaction that will search both in-state and out-of-state Boat Registration from one inquiry instead of two. This mobile inquiry will provide the same response and spin offs as the standard inquiry transactions.

1. In-State Inquiry.
  - a. Registration Number
    - 1) Will provide owner information and boat type.
    - 2) Will provide Stolen Boat check.

- 3) The STATE field will default to NC when left blank.
  - b. Boat Hull Number
    - 1) Will provide boat type.
    - 2) Will provide Stolen Boat check.
    - 3) Will provide owner information.
    - 4) The STATE field will default to NC when left blank.
  - c. Name of Owner
    - 1) Will provide a list of names, address, name type, registration numbers, and hull numbers.
    - 2) Will not provide Stolen Boat check.
    - 3) The STATE field will default to NC when left blank.
- 2. Out-of-State Inquiry
  - a. The two character state code must be placed in the STATE or Nlets DESTINATION CODE field. If left blank the computer will assume it is an in-state inquiry.
  - b. Inquiry Options
    - 1) Registration Number
      - a) Will provide Boat Registration information.
      - b) Will provide Stolen Boat check.
    - 2) Boat Hull Number
      - a) Will provide Boat Registration information.
      - b) Will provide Stolen Boat check.
    - 3) Name of Owner
      - a) If name is used, the DOB is mandatory. Use 8 digits for DOB – if unknown, use 8 zeros (00000000).
      - b) Will NOT provide Stolen Boat check.
  - c. Responses provided and information given will vary depending upon the state. Nlets Boat Registration Help File will provide automated information to aid in the understanding of policies/responses of other states. This file is available from an in-house DCIN interface.

## **XVIII. Aircraft Registration**

Nlets provides aircraft registration information via DCIN.

### **A. Aircraft Registration Inquiry – GQ**

- 1. Inquiry Options.
  - a. Registration Number & Aircraft Sighted. Will provide detailed response of aircraft information as well as owner information.
    - 1) Aircraft Sighted is a Yes or No code.
    - 2) If Aircraft Sighted is a Yes, must indicate Date Sighted.
    - 3) Any sightings indicated will be added to the tracking data.
  - b. Serial Number – Provides detailed response of Aircraft information.
  - c. Name of Owner – Listing of Aircraft information associated by Name.



2. Basic registration information also available via FAA's website
3. The URL is: <http://www.faa.gov/aircraft/>
4. The information on this website is typically updated once per month.

# **MODULE 1**

## **General Inquiries**

### **Independent Exercises**



## Introduction and Overview Questions

1. The unique identifier assigned to a terminal with DCIN access, which is used to route in-state messages is a/an:
  - a. ORI
  - b. TID
  - c. UID
  - d. PID
2. The unique identifier assigned by the FBI to every law enforcement and criminal justice agency nationwide is a/an:
  - a. ORI
  - b. TID
  - c. UID
  - d. PID
3. Operators taking a DCIN online test must make \_\_\_\_\_ or higher to become certified in a specific module.
  - a. 70%
  - b. 80%
  - c. 90%
  - d. 75%
4. To send an in-state free text message to another agency/terminal within North Carolina for the exchange of law enforcement/criminal justice related information, the operator would use a/an \_\_\_\_\_ transaction.
  - a. SEND
  - b. Administrative Message (AM)
  - c. Message header
  - d. Utility message
5. The Omnixx feature that allows a user to search for and view messages that were sent and received during previous sessions of Omnixx Force is the:
  - a. Message Display
  - b. Message Window
  - c. Message Log
  - d. None of the above
6. An operator can receive field help for a specific field (such as name format) in an Omnixx form by:
  - a. Placing a “?” in the field and transmitting
  - b. Right-clicking within the specific field and selecting Field Help.
  - c. Pressing the F1 key with the cursor inside the field.
  - d. None of the above

## **NCIC/DCI Files Review**

1. A Wanted Persons inquiry may generate a response from which of the following files?
  - a. Wanted Persons
  - b. Missing Persons
  - c. A NC Registered Sex Offender
  - d. Any of the above
  
2. A “hit” from the NCIC Missing Persons file may indicate which of the following categories?
  - a. Disabled
  - b. Endangered
  - c. Runaway Juvenile
  - d. Any of the above
  
3. A utility trailer that has been found abandoned is believed to be stolen. The operator should perform a \_\_\_\_\_ inquiry to determine if it has been entered into NCIC.
  - a. Stolen Part
  - b. Stolen Article
  - c. Stolen Vehicle
  - d. None of the above
  
4. An NCIC Gun inquiry must be made using:
  - a. An Owner-Applied Number
  - b. A Serial Number
  - c. Model number when serial number is not available
  - d. Any of the above
  
5. If a response has extradition limitations and your agency is not included in the extradition area, you should:
  - a. Send a hit confirmation
  - b. Not send a hit confirmation or perform a locate
  - c. Contact the agency by phone to confirm the record
  - d. Arrest the individual and detain until further instruction
  
6. The transaction used to confirm with the entering agency that the hit that was received on a DCIN or NCIC record is still valid is called a/an:
  - a. Locate
  - b. Hit Confirmation
  - c. Inquiry
  - d. Validation

## **DMV Review Questions**

1. A NC Driver License inquiry may be made using which of the following?
  - a. Customer ID (Operator's License Number)
  - b. Name only
  - c. Name and optional data (such as DOB or Age, Race, Sex)
  - d. Any of the above
  
2. A single response from a NC Driver License inquiry does NOT generate a Wanted/Missing Persons search?
  - a. True
  - b. False
  
3. An Out-of-State Driver License inquiry may be made using which of the following?
  - a. Operator's License Number (OLN)
  - b. Name, DOB, and Sex
  - c. Name only in some states
  - d. Any of the above
  
4. An Out-of-State Driver License inquiry using only Name/DOB/Sex will perform a Wanted/Missing Person search.
  - a. True
  - b. False
  
5. A NC Vehicle Registration inquiry using a license plate will perform a Stolen/Wanted search automatically.
  - a. True
  - b. False
  
6. An Out-of-State Vehicle Registration inquiry may be made using which of the following?
  - a. License Plate (along with year of expiration and type)
  - b. Vehicle Identification Number (VIN)
  - c. Owner's Name/DOB in some states
  - d. Any of the above
  
7. A NC Vehicle Registration inquiry using the owner's name will NOT perform a Stolen/Wanted search.
  - a. True
  - b. False

## DCIN Password Requirements & Specifications

In compliance with the FBI CJIS Security Policy, the SBI has implemented changes to the DCI Network password structure and expiration. These changes became effective April 29, 2011, and can be referenced in the CJIS Security Policy, version 5.4, Section 5.6.2.1.1 (Password).

- 1) Passwords will consist of a minimum eight (8) character and a maximum twelve (12) character format. Passwords must contain at least one (1) letter, one (1) number, and at least one (1) special character.
  - a. Special characters that are allowed include the following:  
, ? > : ; ' ! @ # \$ ^ \* = [ ] \ ~ `
  - b. Passwords cannot be the same as a User ID in any case.
  - c. Do NOT use a period (.), forward slash (/), less than (<), underscore (\_), dash (-), quote ("), ampersand (&), plus sign (+), percentage (%) or curly brackets ({ or }) as a special character.
  - d. Passwords cannot be a dictionary word or proper name.
  - e. Passwords cannot be transmitted in the clear outside the secure location.
  - f. Passwords cannot be displayed when entered.
- 2) Passwords will expire every ninety (90) days.
  - a. When a user logs into Omnixx, the User will receive a prompt at least fifteen (15) days before the password expiration allowing the User to change the password.
  - b. Passwords cannot be re-used within fifteen (15) password changes.
  - c. When changing passwords, more than just a couple of characters must be changed. Failing to do so will cause the User to be eventually locked out of the system.
- 3) Mobile software will automatically notify mobile users when their password will expire if vendor(s) have programmed for this option. Agencies are encouraged to develop a policy to ensure mobile users change their passwords in a timely manner. If a mobile User does not change his/her password by the expiration date, the agency TAC/ATAC will have to reset the password individually. TACs/ATACs must continue to use UPPERCASE when establishing new passwords or resetting passwords in Console.

Passwords can be changed at any time at the Omnixx Log On transaction on either a desktop or mobile. Keep in mind, TACs/ATACs/POCs must continue to use UPPERCASE when establishing new passwords or resetting passwords in Console.

The CJIN mobile switch does not currently allow special characters in the CJIN password. CJIN mobile users will have to maintain their CJIN password as letters and numbers until programming changes are made to the CJIN switch. CJIN mobile users are still subject to the special character requirement for the DCIN password.

There may be mobile infrastructures that currently do not allow the approved password format. Mobile users may have to maintain a six (6) character password consisting of at least one (1) letter, one (1) number and one (1) special character until programming changes are made with local vendor(s). Agencies with mobile devices are subject to the minimum eight (8) character and a maximum twelve (12) character password requirement to include at least one (1) letter, one (1) number and one (1) valid special character for the DCIN password. Therefore, agencies should work with their respective vendor(s) to implement necessary changes to become fully compliant with the FBI CJIS Security Policy as soon as possible.

Users are reminded that a change of password is available on the DCIN Network Log On transaction on either an Omnixx or mobile device.

After entering the old password in the “Current Password” field and new password in the “New Password” field and re-typing it in the “Confirm” field, the User clicks “OK” and receives a notification of Successful Password Change.

If you have questions regarding this issue, contact your District Training Specialist.

**Source:** FBI CJIS Security Policy, version 5.4, Section 5.6.2.1.1 (Password)

**Revised:** January, 2016

## Mobile Quick Code Sheet

State Codes					
AL	Alabama	KY	Kentucky	ND	North Dakota
AK	Alaska	LA	Louisiana	OH	Ohio
AZ	Arizona	ME	Maine	OK	Oklahoma
AR	Arkansas	MD	Maryland	OR	Oregon
CA	California	MA	Massachusetts	PA	Pennsylvania
CO	Colorado	MI	Michigan	RI	Rhode Island
CT	Connecticut	MN	Minnesota	SC	South Carolina
DE	Delaware	MS	Mississippi	SD	South Dakota
DC	Dist. of Columbia	MO	Missouri	TN	Tennessee
FL	Florida	MT	Montana	TX	Texas
GA	Georgia	NB	Nebraska	UT	Utah
HI	Hawaii	NV	Nevada	VT	Vermont
ID	Idaho	NH	New Hampshire	VA	Virginia
IL	Illinois	NJ	New Jersey	WA	Washington
IN	Indiana	NM	New Mexico	WV	West Virginia
IA	Iowa	NY	New York	WI	Wisconsin
KS	Kansas	NC	North Carolina	WY	Wyoming

NLETS Regional Codes			
Region	Code	Region	Code
A - Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	A1	E - Illinois, Indiana, Michigan, Missouri, Ohio, Wisconsin	E1
B - Delaware, D.C., Maryland, New Jersey, New York, Pennsylvania	B1	F - Iowa, Minnesota, Montana, Nebraska, North Dakota, South Dakota, Wyoming	F1
C - Kentucky, North Carolina, South Carolina, Virginia, Tennessee, West Virginia	C1	G - Arizona, Colorado, Kansas, New Mexico, Oklahoma, Texas, Utah	G1
D - Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Puerto Rico	D1	H - Alaska, California, Hawaii, Idaho, Nevada, Oregon, Washington	H1

NLETS Regional codes may be used instead of standard state codes in inquiries such as:

- (1) Driver inquiry by Name/DOB/Sex
- (2) VIN inquiries on vehicles with no license plates

Common NCIC Article Codes			
Article Type	NCIC Type Code	Article Type	NCIC Type Code
Bicycle	BBICYCL	Power Booster	RPOWERB
Camera	CCAMERA	Stereo (Home)	RSTEREO
CD Player/Changer	RCDPLAY	Stereo Receiver	RRECEIV
Cell Phone	DTELEPH	TV	RTELEVI
Computer	DCOMPUT	VCR	RVIDEOR
FAX Machine	OFAX	Video Camera	RVIDEOC
Pager	RPAGER	Microwave Oven	HOVEN



Common Gun Make Codes			
Make	Code	Make	Code
Charter Arms	CAC	Ruby Arms	RUB
Colt	CLT	Ruger	SR
Glock	GLC	SIG	SSS
H&K	HEC	Smith & Wesson	SW
Remington	REM	Winchester	WIN

Common Gun Type Codes					
PR	Pistol (revolver)	PI	Pistol (semi-automatic)	PA	Pistol (fully automatic)
SI	Shotgun (semi-automatic)	SP	Shotgun (pump)	RI	Rifle (semi-automatic)
RA	Rifle (fully automatic)	RL	Rifle (lever action)	RB	Rifle (bolt action)

Common Vehicle Make Codes			
Make	Code	Make	Code
Chevrolet	CHEV	Honda	HOND
Dodge	DODG	Isuzu	ISU
Ford	FORD	Mercedes Benz	MERZ
General Motors	GMC	Toyota	TOYT

Commonly Used TID's			
Agency	TID	Agency	TID

WARNING - THE IDENTITY OF THE SUBJECT IDENTIFIED IN THIS RECORD HAS BEEN REPORTED STOLEN. PLEASE REVIEW THE VICTIM PROFILE AND USE CAUTION IN VERIFYING THE IDENTITY OF THIS PERSON.

**MKE/IDENTITY THEFT**

ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19530531  
DOE/20040519 HGT/601 WGT/202 EYE/BRO HAI/BRO SKN/ALB SMT/SC R HND  
FPC/121011CO141159TTCI13 MNU/AS-326141811 SOC/212665660  
OCA/123456

MIS/IDENTITY HAS BEEN USED IN CREDIT CARD FRAUD

PWD/T45\*D8#9 IDT/CFRD

ORI IS ANY CITY PD 410 555-5555

NIC/J123456789 DTE/20050505

\*\*\*\*\*WARNING - STANDING ALONE, NCIC IDENTITY THEFT FILE INFORMATION DOES NOT FURNISH GROUNDS FOR THE SEARCH AND SEIZURE OF ANY INDIVIDUAL, VEHICLE, OR DWELLING.\*\*\*\*\*

IMMED CONFIRM IF THIS PERSON IS THE VICTIM OR PERPETRATOR

If a hit response includes image information, the following caveat for images will be included after the initial warning caveat:

**ATTENTION - THE FOLLOWING MUGSHOT/FINGERPRINT IS ASSOCIATED WITH A VICTIM OF AN IDENTITY THEFT RECORD. PLEASE BE AWARE THAT THE MUGSHOT/FINGERPRINT SPECIFIES THE VICTIM AND NOT THE OFFENDER.**

## Multi-Segmented Names

Any person that has a last name with spaces between segments should be run with a “?” between each segment.

**Example 1 – DE?LA?CRUZ,MARIA returned 53 matches.**

Here are samples of the possible matches. Notice how the last name can have several formats:

- MARIA DEL ROCIO GUTIERREZ DE LA CRUZ
- MARIA MAGDALENA DE-LA-CRUZ
- MARIA VIRLISSA LACBAYO DELA CRUZ
- MARIA ISABEL DELA-CRUZ-GONZALEZ
- MARIA DELACRUZ
- MARIA DELOSANGELES DELACRUZ ACEVEDO

\*\*\*\*\*

**A name with multiple segments run without the “?” or spaces**

**Example 2 – DELACRUZ,MARIA returned only 9 possible matches.**

Here are samples of the possible matches. Notice how the name format does not have the variety as seen above:

- MARIA DELACRUZ
- MARIA ANTONIETA DELACRUZ
- MARIA DELOSSANTOS GUITAR DELACRUZ

\*\*\*\*\*

**A name with multiple segments run without the “?” and with spaces between each segment**

**Example 3 - DE LA CRUZ,MARIA will return No Records.**

RESPONSE BASED UPON:

NAME: DE LA CRUZ,MARIA CITY:

COUNTY: BIRTH DATE: AGE: RACE: SEX: PAGES: 7

ATTENTION:

DRIVER LICENSE BY NAME

NO MATCH FOUND ON NAME SEARCH.

- END OF MESSAGE \*

\*\*\*\*\*

**As a result of a name inquiry, single response coming back from DMV will have the last name with the spaces removed for the spin-offs to generate appropriate hits.**

For example a query using DE?LA?CRUZ,MARIA with DOB 08041980 returns a single response from DMV Driver Issuance with the appropriate spin-offs responses from NC CHP, NC SOR, QW, and NCIC SOR.

Example of the NCIC Wanted Person response

NO NCIC WANT OLN/22568436

NO NCIC WANT NAM/DELACRUZ,MARIA DOB/19800804

\*\*\*\*\*

## **DMV Identity Theft Unit**

The North Carolina Department of Transportation Division of Motor Vehicles (DMV) has an Identity Theft Unit. This Unit furnishes DMV images to authorized criminal justice agencies. The Unit also has the capability of comparing a digital image provided by law enforcement to the DMV database. This facial recognition software allows DMV to search through millions of images of persons in NC DMV who have been issued a driver license or ID card.

### Hours of Operation:

Monday through Friday      8am until 5pm

The Unit can be reached by emailing [ldlab@ncdot.gov](mailto:ldlab@ncdot.gov) or reach out to your local DMV License & Theft Office.

**DEFENSE ATTORNEY ACCESS OF SBI/DCI NETWORK FOR  
NORTH CAROLINA CHRI and/or DRIVER'S ISSUANCE/HISTORY DATA**

I, \_\_\_\_\_ of \_\_\_\_\_ Law Firm, in accordance with N.C.G.S. § 15A-141, represent the defendant identified below and have entered the named criminal/infraction case:

<b>Identifying Information</b>			
Defendant's Name			
Date of Birth		Race:	Sex:
Operator's License #	Issuing State:	*Social Security #: *Social Security Number is optional.	
Case Docket #	NC County:	Court Date:	

<b>Information Requested</b>	
<b>NC Criminal History Record Information**</b> (QHNC/QRNC & Purpose Code PA) ** Requires <u>original</u> signature of Defense Attorney and must be Notarized.	<input type="checkbox"/>
<b>NC Driving History</b> ** Requires <u>original</u> signature of Defense Attorney and must be Notarized.	<input type="checkbox"/>
<b>Out-of-State Driving History***</b> *** Requires <u>original</u> signatures of Defense Attorney and Defendant/Driver. Both signatures must be Notarized. *** Requires Defendant/Driver's written consent.	<input type="checkbox"/>

* * * * * <b>AGENCY USE ONLY</b> * * * * *
DCIN Operators Name: _____
Date Processed: _____

**DEFENDANT / DRIVER'S WRITTEN CONSENT FOR RELEASE OF PERSONAL INFORMATION**

I, \_\_\_\_\_ (printed name of motorist), authorize the \_\_\_\_\_ (name of agency) to disclose or otherwise make available to my attorney, \_\_\_\_\_ (name of attorney), personal and highly restricted information including: Identifying Information; Photographs; Images; Social Security Number; Driver Identification Number; Name; Address; Phone Number; Medical and Disability Information about me in connection to my Motor Vehicle Operator's Permit and/or License; Motor Vehicle Title; Motor Vehicle Registration; Driver Safety Record; and Identification Card issued by a department of motor vehicles.

\_\_\_\_\_  
Defendant/Driver **Original** Signature

\_\_\_\_\_  
Date

**NOTARY PUBLIC**

COUNTY OF \_\_\_\_\_

STATE OF \_\_\_\_\_

SWORN AND SUBSCRIBED BEFORE ME THIS THE \_\_\_\_\_

DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC'S SIGNATURE  
(SEAL)

MY COMMISSION EXPIRES: \_\_\_\_\_

The above requested Information is necessary for my client's defense and is available through the applicable rules of discovery (G.S. 15A-903 & 905). I understand that the use of this information for any purpose other than those outlined above will result in prosecution under N.C.G.S. § 14-454 (*Accessing Computers*) and any other applicable law(s). I further understand that any misuse of this information obtained through the SBI/DCIN System or fraudulent completion of this document will result in a grievance being filed with the NC State Bar.

<b>Requesting Defense Attorney Information (ONLY ONE ATTORNEY PER FORM)</b>		
Attorney's Printed Name		NC State Bar #:
Attorney's Original Signature No Stamps, No Faxed Copies, No Computer Generated Signatures		Date:
Address		Telephone #:

**NOTARY PUBLIC**

COUNTY OF \_\_\_\_\_

STATE OF \_\_\_\_\_

SWORN AND SUBSCRIBED BEFORE ME THIS THE \_\_\_\_\_

DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC'S SIGNATURE  
(SEAL)

MY COMMISSION EXPIRES: \_\_\_\_\_

Revised 02/27/2015

## **NC DMV Registration Stop Information**

There are different registration stops that can be set by NC DMV regarding various situations with a vehicle. These include:

**Insurance Stop:** DMV has received information that mandatory insurance is not active on the vehicle.

**DWI Stop:** DMV has identified the vehicle as subject to seizure due to a DWI charge, but local law enforcement can take no action without proper seizure documentation.

**Child Support Stop:** Child Support Enforcement has flagged the vehicle; no renewal of license or registration will occur until the flag is removed; as a safety precaution, a wanted person inquiry should be performed on the subject as there may be civil OFA's against him/her for non-support.

**TAX:** Owner has outstanding tax owed and must be paid prior to any changes to the registration, renewal, etc.

**MULTI:** A combination of more than one of the above mentioned flags has been placed on the vehicle. The only way to determine what the multi flag indicates is to contact DMV directly)

## NEW RESTRICTION CODE DISPLAY ON NC DMV DRIVER'S LICENSE REPONSE

### New Response:

#### DRIVER HISTORY RESPONSE

NAME: GARNER CHARLES LESTER JR  
ADDRESS: 667 EQUINE LANDING DR  
CITY: ROCKY POINT STATE: NC ZIP: 284573000 TOTAL POINTS: 0  
DOB:02-03-1950 HEIGHT: 6 FT. 02 IN. SEX: M EYES: GRN HAIR: BRO RACE: W  
PRIMARY LICENSE NO: 164  
SECONDARY LICENSE NO: NON-RESIDENT MILITARY: N  
ORG. ISS.DT: 01-17-78 OS DL NO: OS STATE:

\*\*\* DRIVER LICENSE STATUS: CDL A ACTIVE \*\*\*

LIC				LMT		COND				
CLASS	GRP	TYP	ISSUE DT	EXPIR DT	CDL	DISQ	PROB	PRIV	RESTR	STATUS
A		R	12-18-14	02-03-20	Y	N	N	N	N	ACTIVE

ENDORS:P

RSTR: E NO MANUAL TRANSMISSION CMV  
RSTR: L NO AIR BRAKES  
RSTR: O NO TRACTOR - TRAILER  
RSTR: Z NO FULL AIR BRAKES  
RSTR: 1 CORRECTIVE LENS  
RSTR: 14 PASSENGER CLASS B&C ONLY  
RSTR: 2 45 MPH / NO INTERSTATE DRIVING  
RSTR: \*9 WHEEL KNOB

CRD TRNS:0012277027

### Previous Response:

#### DRIVER HISTORY RESPONSE

NAME: SETZER PAMELA BOLLINGER  
ADDRESS: 512 W FINGER ST  
CITY: MAIDEN STATE: NC ZIP: 286501233 TOTAL POINTS: 0  
DOB:01-31-1968 HEIGHT: 5 FT. 06 IN. SEX: F EYES: BLU HAIR: BRO RACE: W  
PRIMARY LICENSE NO: 130470  
SECONDARY LICENSE NO: NON-RESIDENT MILITARY: N  
ORG. ISS.DT: 04-24-84 OS DL NO: OS STATE:

\*\*\* DRIVER LICENSE STATUS: CDL B ACTIVE \*\*\*

LIC				LMT		COND				
CLASS	GRP	TYP	ISSUE DT	EXPIR DT	CDL	DISQ	PROB	PRIV	RESTR	STATUS
B		O	02-15-07	01-31-15	Y	N	N	N	N	EXPIRED

ENDORS:P S RESTRICT: 0



## Instructions for Taking the Online Certification Tests

1. Users must attend 90% of classroom instruction in order to be authorized to test for DCIN certification.
2. The DCIN Training Specialist will assign test authorization for each user at the end of the last day of classroom instruction.
3. **Before any user can take a certification test, he/she must coordinate testing with their agency's Terminal Agency Coordinator (TAC) or Assistant TAC (ATAC).** The TAC/ATAC will schedule a date/time for the testing and may specify a particular location where the testing is to occur. New users should contact their TAC/ATAC within seven days of completion of classroom instruction. The user **must test within fifteen days of classroom instruction.** If testing **has not been completed within fifteen days of the end of classroom instruction**, the test authorization **will expire** and the user **will be required to attend DCIN class again**.
4. **If a user takes a certification test without properly contacting his/her agency TAC/ATAC, the score will be deleted and the user must retake the test. The user may be sanctioned by the SBI. A subsequent violation, after having been sanctioned, may result in revocation of the user's DCIN certification.**
5. A user has the ability to recertify within 30 days of expiration. A user can take a recertification test up to 365 days after their expiration date has passed. However, they cannot sign into Omnixx Force and operate the system until successful completion of the test(s). If they do not have a passing score of 80% or higher on or before the 365<sup>th</sup> day, they will be required to attend DCIN class again and complete testing to obtain certification in appropriate module(s).
6. Tests consist of both true/false and multiple choice questions pulled at random from a pool of test questions. Modules 1 and 5 have 33 test-questions. Modules 2, 3, 4, and 6 have 25 test-questions.
7. Tests are timed. For a 25-question test, a user is allowed 40 minutes to complete the test. For a 33-question test, a user is allowed 50 minutes to complete the test.

8. If a user does not complete the test within the time limit allowed, the test will automatically be submitted and graded.
9. While taking the online test, the user may use their certification manual and their notes from class. The user may not use any other materials. **The user cannot receive assistance from anyone while taking this test, except clarification from the TAC/ATAC on how to use the Omnixx Trainer software.**
10. ***Cheating or assisting in cheating is fraud! If a user is caught cheating or assisting another user in cheating, the user's DCIN certification may be revoked. The results of the investigation will be turned over to NC Department of Justice Training & Standards Division, who may revoke other certifications as well (law enforcement officer, criminal justice instructor, telecommunicator, and/or correctional officer certifications).***
11. The 24-hour rule has been removed, now allowing users that fail the online test the ability to take the test again, at any time convenient for the user and the TAC/ATAC, even if it is within the 24-hour period.
12. When the test has been submitted for grading, the user will immediately receive a Test Results page displaying the test score and all questions and answers from the test. This will now allow users the ability to review missed test questions.
13. Users will be required to confirm they have reviewed the test results by clicking on the "I acknowledge reviewing my test results" located at the bottom of the page. This step must be completed before the Test Results page can be printed.
14. **The Test Results page *MUST BE PRINTED*. The user must sign or initial the results page along with the TAC/ATAC. The *SIGNED RESULTS PAGE MUST BE placed in the appropriate training file maintained by the agency for the 2 year certification timeframe*.**
15. Users must make a score of at least an 80% or higher for each module test taken in order to obtain certification or recertification. Users making an 80% or higher are granted certification rights immediately.

Revised 02/12/2019